



## City of Asheville Parks, Recreation & Cultural Arts Department Administrative Policy

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Subject: Facility Rental Fee Adjustment Policy

Effective Date: November 10, 2009

Purpose: It is the intent of the City of Asheville Parks, Recreation & Cultural Arts Department to consider a fee adjustment for organizations that offer a service for the community good and meet specific eligibility requirements as determined by the department.

Asheville City Council establishes fees for goods and services as part of the annual budget process. The authority to adjust a fee is assigned to the Recreation Advisory Board as appointed by City Council. The Board meets the second Monday of each month at 12:30 pm in City Hall, first floor conference room.

A maximum dollar value is established each fiscal year to cap the dollar value of facility rental fee adjustments that may be awarded. Once the annual cap has been met within the fiscal year, no other fee adjustments will be granted in that fiscal year. The maximum dollar cap as approved by City Council is \$3,000.

The maximum amount of facility rental fee adjustment that can be granted per request is \$500.

Special facilities including Aston Park Tennis Center, Food Lion Skate Park, WNC Nature Center, Swimming Pools and McCormick Field; and enterprise funds including Festivals and Asheville Municipal Golf Course will not be considered for facility rental fee adjustment.

Allow approximately six weeks in which to process a request for a facility rental fee adjustment.

### Eligible Applicant and Activities

- a. Not-for-profit organization
- b. Organization must reside within the city limits of Asheville
- c. Activity must be open to the general public
- d. Any activity fee charged by the organization must be used to sustain the organization to further the purpose of the organization

- e. Organization gives goods or services to the City of Asheville as a unit of local government that enhances the level of service provided by the City to the residents of Asheville
- f. Activity occurs within the regular operating hours of the facility in which it is located

#### Ineligible Applicant and Activities

- a. Individuals (may apply for fee assistance via the scholarship program)
- b. Private, for-profit organization
- c. Partisan political activities

#### Definitions and Guidelines

**a. Organization must be a not-for profit organization**

The organization must be 1) a non-profit organization with a 501 (c) 3 IRS tax exempt status, or 2) a not-for-profit without an IRS tax exempt status 3) Evidence of non-profit or not-for-profit status may be required..

**b. Organization must be located within the Asheville city limits**

The organization's operations and primary service area must be located within the corporate city limits of Asheville.

**c. Activity must be open to the general public**

The activity must be open to the general public with no limitation to who may participate in the activity.

**d. Fee sustains organization operations**

The organization does not make a profit from the fees charged to participate in the activity and use the funds to support the activity or further the purpose of the organization.

**e. Organization provides beneficial goods and services to the City of Asheville**

In return for a fee adjustment, the organization gives back a beneficial goods and/or services at no cost to the City of Asheville as a unit of local government that enhances the City's ability to deliver services to the citizen's of Asheville.

**f. Activity occurs within regular operating hours**

The activity occurs during regular operating hours of the facility at which the activity takes place.