



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 5.4

Use Fee Exemptions and Reductions

I. POLICY

To implement the following exemptions and reductions in accordance with the current Riverside County Regional Park and Open-Space District Use Fees Resolution.

II. PURPOSE

To encourage civic participation and community health, promote education in historical, scientific and environmental awareness, and to promote park facility use in accordance with the mission of the District.

III. PROCEDURE

A. Fee Exemptions

1. The following are exempt from the fee schedule:
 - a. Meetings and events conducted by members of the Board of Directors.
 - b. Meetings and events conducted by the District.
 - c. Activities and events specifically identified in agreements approved by the Board of Directors.
2. The following are exempt from fees, **subject to the prior written determination of the General Manager** that the facility is available:
 - a. Ceremonial events honoring County/District employees, appointed members of County Boards and Commissions or volunteers providing service to the County.
 - b. Meetings and events of non-profit organizations at the request of a member, or members, of the Board of Supervisors or Board of Directors.
 - c. Meetings of District support groups or organizations.
 - d. Activities and events which are organized, conducted or co-sponsored by the District.
 - e. Training activities for County/District personnel conducted by the County Human Resources Department.



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3. Requests for exemptions shall be in writing and received by the District a minimum of 30 days prior to the event. **Requests submitted with less than 30 days advance notice will not be honored.**
- B. Fee Reductions
1. Reduced fees shall apply to the following:
 - a. Meetings and events open to the public that are conducted by public schools, or by civic, educational, environmental, historical, and athletic 501(c) (3) tax-exempt, non-profit organizations.
 - b. Official business activities of County agencies and departments and non-County governmental agencies.
 2. Requests for reductions shall be in writing and received by the District a minimum of 60 days prior to the event. **Requests submitted with less than 60 days advance notice will not be honored.**
 3. All requests must be approved in writing by the General Manager.

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