

City of Signal Hill Policy

DATE: July 1, 2026

REVISION NO.: 004

Request for Modified Fee or Fee Waiver Request for Use of City Facilities

4.16

APPROVED: _____

DEPARTMENT:
Parks, Recreation and Library Services

I. PURPOSE

To establish parameters for reducing or waiving fees associated with the temporary use of City of Signal Hill ("City") facilities.

II. DEFINITIONS

The following definitions apply for purposes of this Policy:

- A. Department: Shall refer to the City's Parks, Recreation and Library Services Department.
- B. Facility or Facilities: Land or a building or room owned, leased, or operated by the City of Signal Hill.
- C. Schedule of Fees and Charges: Shall refer to the City's annually adopted master schedule of fees.
- D. Staffing Fees: Shall refer to costs associated with set-up, tear down and facility monitoring by staff prior to, during and/or after rental of the Facility.

III. GENERAL POLICY

The City recognizes the value of working with and supporting organizations, programs and groups to provide services and resources to benefit the Signal Hill community that the City would otherwise provide or is unable to provide. In an effort to provide support for these organizations, the City may reduce or waive Facility use fees for eligible groups that meet the eligible criteria established in this Policy.

Fees for the temporary use of City Facilities are established annually by the City Council and set forth in a schedule of fees and charges. Requests for a reduction or wavier of Facility fees is subject to the review and approval the Parks and Recreation

Commission ("Commission"). Staffing Fees may only be reduced or waived upon City Council approval.

A. Eligibility Criteria for Fee Waiver or Fee Reduction:

- The group is considered in good standing with the City, which includes but is not limited to, having no outstanding fees, or debts overdue with the City and documented history of compliance with previous City Facility use policies and procedures.
- The event or program is consistent with the City's mission, values and objectives.
- There are no detrimental impacts on the existing facilities or City activities.
- There is a public benefit to Signal Hill residents.
- Program or event is non-discriminatory and non-political nature.
- Primary mission of organization is philanthropic and/or service-driven for the benefit of the community.
- Event or program is open to the public at no charge.

B. Not Eligible for Fee Waiver or Fee Reduction:

- Political activities and supporting or endorsing any candidate for office, ballot measure, or other political measure.
- Commercial events.
- Corporate events.
- Private family or social gatherings.
- Trainings that charge for participation.
- Events that provide no community benefit.
- Projects or organizations that have failed to fulfill their obligations during previous events or activities for which facility permit fees were waived or reduced.
- Profit will be made from the event by the permitting organization or by any other private individual or business.
- Commercial or for-profit individual, group or organization.
- Event, program or activity that, as determined by the City, substantially strains available City resources, such as but not limited to: staffing, materials, equipment, and services.

- Program, event, or meeting that references drug-use, drug paraphernalia, gambling, sex, adult oriented business, explicit language, or material.

C. Eligible Organizations:

- The categories of eligible organizations, programs, or groups are as follows:

Teir 1 – Organizations, programs, or groups eligible for fee waiver:

Group 1 – Official City Partner/City Affiliated Organization

- An official affiliate is an organization or individual that has a formal agreement or Memorandum of Understanding with the City.

Group 2 – Intergovernmental Groups/Government Agencies

- A governmental entity (city, county, state, federal or special district);
- The use of the Facility is related to the performance of the agency's governmental duties; and
- The program or event provides a public benefit to City residents.

Group 3 – Resident Non-Profit

- Organization resides within City or at least 51% of the organization's voting board is made up of City residents; and
- Submits documentation demonstrating either of the foregoing.

Group 4 – Civic Organizations/Groups

- A group or organizations that seeks to improve the community and promote social welfare.
- Possible examples of civic organizations/groups include, but are not limited to:
- Local Community Service Clubs

- iv. Social Service Groups
- v. Membership/Recreation Groups
- vi. Community Group without official Non-Profit Status

Teir 2 – Organizations, programs, or groups eligible for *fee reduction*:

Group 5 – Homeowners Association/Neighborhood Associations

- i. Entity resides within the City or is comprised of at least 51% of City residents.

Group 6 – Non-Resident, Non-Profit

- i. Organization resides outside of City or is a non-profit;
- ii. Submits documentation demonstrating the foregoing or its non-profit status; and
- iii. Program or event is open to the entire public at no charge; and
- iv. Program or event provides a valuable benefit to Signal Hill residents.

Group 7 – Schools and School Groups

- i. Public schools located within the Long Beach Unified School District, private schools located within the City, or City of Long Beach, or home schools located in the City serving students K-12; and
- ii. Any school-based clubs, boosters, social or sports groups that support students that live in the City. School groups must provide a letter from their school identifying the group as an official group, as well as insurance coverage from the school.

D. Types of Fees

- The following list defines established fees that can and cannot be waived.
 - a. Eligible Fees for Waiver or Reduction

- Facility use/reservation fees
 - Staffing Fees (Requires City Council approval)
 - Jumpers and bouncer permit fee
- b. Fees Not Eligible for Waiver or Reduction
- Facility use application fees
 - Refundable damage deposit
 - Light usage fees
 - Cleaning fee
 - Change fees
 - Security costs
 - Maintenance costs
 - Liquor license
 - Food/health permits fees
 - Business license fees
 - Insurance/indemnification fees

IV. REQUEST FOR FACILITY FEE REDUCTION OR WAIVER

A. Process for Requesting **Facility Fee Waiver or Reduction**

The Commission reviews requests for the reduction or waiver of Facilities fees. In order to request a waiver or reduction, an applicant must:

1. Submit an applicable Facility Use Application;
2. Submit a Fee Waiver/Reduction Request Form;
3. Submit a Letter of Intent;
4. Pay the application fee (non-refundable) and damage deposit (refundable) at least sixty (60) calendar days before the event date in order to hold the date. Requests can be made up to six (6) months in advance.; and
5. Submit organizational documents demonstrating the group's eligibility for a fee/waiver reduction based on the criteria set forth in Section III(C) above.

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the Commission at one of its upcoming regularly scheduled Commission meetings within a two month period. It is advisable that the applicant appear at such meeting to respond to questions from the Commission.

The applicant will be notified in writing of the Commission's decision within seventy-two (72) hours after the decision is rendered.

B. Process for Requesting **Staff Fee Waiver or Reduction**

The waiver or reduction of Staff Fees must be approved by the City Council prior to the rental taking place. In order to request a waiver or reduction, an applicant must follow the same process for requesting a Facility fee waiver or reduction set forth in Section IV(A) above, and include the request in the letter of intent.

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the City Council at one of its upcoming two regularly scheduled City Council meetings. It is advisable that the applicant appear at such meeting to respond to questions from the City Council.

The applicant will be notified in writing of City Council's decision within seventy-two (72) hours after the decision is referred.

V. DEPOSITS

No refundable damage deposit shall be waived for any individual or organization.

VI. GENERAL USE REQUIREMENTS

- A. All established rules and regulations, policies and procedures contained in the Facility Use Policy (4.9) shall apply to groups with reduced or waived fees.
- B. The frequency of use at each Facility shall not exceed a total of once per month for any group as stated in the Facility Use Policy (4.9).
- C. Groups approved for fee reductions or waivers shall not receive an automatic renewal of waiver, nor shall the approval of fee reductions or waivers imply a monopoly of the Facility.
- D. City sponsored programs have priority for Facility use.
- E. Any reservation may be cancelled by the City. In the event of such cancellation, notice shall be given as far in advance of the scheduled usage as possible, and a full refund shall be made.

VII. APPEAL

All decisions of the Commission may be appealed to the City Council for review within ten (10) calendar days from the date of the City's notification of such decision to applicant. If the City Council finds that the Commission's interpretation of the provisions of this Policy for an appealed request are not consistent with the Policy and/or its intent or are not in the best interest of the community, the City Council may overturn the decision of the Commission. The City Council's decision shall be final.