
101.6 SUBJECT: ADMISSION TO/USE OF CITY FACILITIES

:1 OBJECTIVE:

To establish policy concerning free or discounted admission to or use of City facilities while under City control.

:2 AUTHORITY:

This item amended May 21, 2007, Item A-1.

:3 DIRECTION:

The Chief Administrative Officer, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

:4 POLICY:

Except as otherwise provided below and in City Policy and Procedure 808.45 there shall be no free or discounted admission to, or use of, City facilities for which there is an established fee or charge.

:5 METHOD OF OPERATION:

A. In situations where free or discounted admission to, or use of, City facilities such as various parks and recreational sites may be requested for a legitimate public purpose, a written request for same shall be submitted to the Department Director who is responsible for operating that facility indicating with specificity the purpose to be served and the value of such free or discounted admission or use. The responsible operating Department will then complete a "Facility Fee Waiver Request Form." For requests valued at \$5,000 or less, the operating Department Director may grant or deny the request as presented or may approve a modified admission, rental charge, or use. For requests valued above \$5,000, the Department will forward the request, with the Department Director's recommendation, to the Chief Administrative Officer who has the authority to grant or deny the waiver request or approve a modified admission, rental charge, or use. Completed Facility Fee Waiver Request Forms are to be filed by the responsible operating Department.

B. No "lifetime pass" for admission to, or use of, any City facility shall be issued without specific City Council approval.

:6 FORMS:

None.

:7 COMMITTEE RESPONSIBILITIES:

None.

:8 REFERENCE:

Policy adopted by City Council July 24, 1995, Item GG; re-formatted April 2004; amended May 21, 2007, Item A-1.

:9 EFFECTIVE DATE:

This procedure effective May 21, 2007.