

**CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
WAIVER OF FEES FOR USE OF CITY FACILITIES/EQUIPMENT	100-7	5/17/99	
		REVISED DATE 2/20/2001	1 OF 2

PURPOSE:

The purpose of this policy is to make City facilities and equipment available to government agencies, non-profit organizations and Costa Mesa service organizations, at no charge, while still containing costs. A list of City facilities and equipment, subject to this policy, will be approved by separate Council resolution, and may be subject to change.

POLICY:**Government Agencies**

1. Government agencies may receive a waiver of fees for use of City facilities and/or equipment.

Non-Profit Organizations

1. Non-profit organizations may receive a waiver of fees for use of City facilities and/or equipment.
2. The organization requesting the waiver of fees must provide the City with their non-profit 501C3 number.

Costa Mesa Based Service Organizations

Service organizations may receive a waiver of fees for use of City facilities and/or equipment. However, a waiver of fees will be based on the following criterion:

At least 50% (fifty percent) of the organizations' members must be Costa Mesa residents. To comply with this requirement, the organization must submit a roster of the names and addresses of all its' current members; **or a roster of officers with the signature of two officers who are residents of Costa Mesa. An organization may submit a roster of the names and addresses of their officers, if a roster of all members is not available. However, under this provision, at least 80% (eighty percent) of the organizations' officers must be Costa Mesa residents to qualify for a waiver of fees.**

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General Provisions

1. Each agency or organization is limited to one waiver per quarter. A quarter is defined by months beginning with January, April, July and October.
2. Reservations will be made on a space available only, **first come, first serve** basis. Priority will be given to paying customers. Government agencies, non-profit organizations, and service organizations may only utilize this option during hours the facility would normally be open and staffed.
3. All meetings shall be open to the general public.
4. The waiver shall apply only to the basic rental fees and not to the costs for: a) room and/or equipment set up and break down; b) provision of refreshments; c) delivery and pick up of equipment; and d) any other applicable charges. This provision is not subject to appeal.

PROCEDURE:

1. Applicants shall submit a request to the Administrative Services Director.
2. The Administrative Services Director, or his or her designee, will make a determination as to whether the agency or organization meets the Council Policy's requirements for a waiver of fees.
3. If the request qualifies for a waiver, a permit will be issued at no charge.
4. If the request does not qualify for a waiver, the applicant will receive written notification of denial.

EXHIBIT A

CHARGES TO BE WAIVED UNDER THE PROVISIONS OF 100-7

	Weekday Charge to be Waived	Weekend Charge to be Waived
Neighborhood Community Center		
Costa Mesa Room	\$300 / 4 Hours	\$490 / 4 Hours
Adams Room	\$200 / 4 Hours	\$396 / 4 Hours
Baker Room	\$180 / 4 Hours	\$330 / 4 Hours
Victoria Room	\$25 per Hour	\$27 per Hour
Hamilton Room	\$20 per Hour	\$25 per Hour
Seminar Rooms	\$15 per Hour	\$23 per Hour
	\$60 / 4 Hours	\$92 / 4 Hours
Balearic Community Center		
Sierra Room	\$15 per Hour	\$15 per Hour
Adobe Room	\$20 per Hour	\$20 per Hour
Show Wagon		
	\$250 First Day	\$250 First Day
	\$75 Each Addl Day	\$75 Each Addl Day
	\$100 Refundable Deposit	\$100 Refundable Deposit
City Hall Conference Rooms		
	No current rental charges	No current rental charges

RESOLUTION NO. 01-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ESTABLISHING AND ADOPTING FACILITIES AND EQUIPMENT CHARGES TO BE WAIVED UNDER COUNCIL POLICY 100-7 FOR FISCAL YEAR 2000-2001 BY THE CITY OF COSTA MESA.

THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the City Council of the City of Costa Mesa has heretofore established various schedules of rates and charges for private rental of public facilities and equipment; and

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Costa Mesa is authorized to adopt and implement charges for such rentals; and

WHEREAS, the Costa Mesa City Council has voted to waive rental fees for government agencies, non-profit organizations and Costa Based Service Organizations as defined in Council Policy 100-7, for the public facilities and equipment identified in Exhibit A;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The City Council hereby finds and determines that rental charges for public facilities and equipment identified in Exhibit A, attached hereto and incorporated by this reference, shall be waived for government agencies, non-profit organizations and Costa Mesa based service organizations subject to the provisions of Council Policy 100-7.

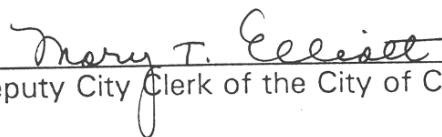
Section 2: The waiver of the rental charges set forth in Exhibit A shall be effective February 6, 2001.

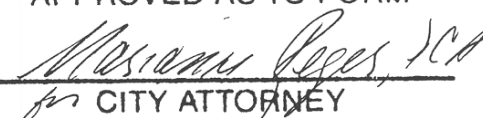
Section 3: The City Clerk shall certify to the adoption of the Resolution.

PASSED AND ADOPTED this 20th day of February, 2001.


Mayor of the City of Costa Mesa

ATTEST:

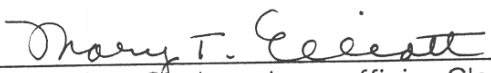

Deputy City Clerk of the City of Costa Mesa

APPROVED AS TO FORM

for CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, MARY T. ELLIOTT, Deputy City Clerk and ex-officio Clerk of the City Council of the City of Costa Mesa, hereby certify that the above and foregoing Resolution No. 01-11 was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on the 20th day of February, 2001.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Costa Mesa this 21st day of February, 2001.


Deputy City Clerk and ex-officio Clerk of the City Council of the City of Costa Mesa