



NON-PROFIT FACILITY USAGE GUIDELINES

A fee waiver or rate reduction for use of the Si View Community Center may be extended to non-profit groups based upon compliance with the following guidelines:

1. All requests are subject to approval by the District Director.
2. To qualify for a fee waiver or rate reduction, the requesting organization must provide proof of non-profit status as defined by the Internal Revenue Service 501(c) 3 guidelines.
3. The Si View Community Center room usage and scheduling priority is as follows:
 - a. Scheduled Si View Metropolitan Park District programs take precedence over all other facility usage requests.
 - b. Si View Metropolitan Park District sponsored public meetings, public events, public activities and organizations that have a contractual relationship with the District take precedence over requests by outside groups.
 - c. In an effort to maximize facility rental revenue, fee-based rentals take precedence over non-profit reservations that have received a full fee waiver. Although non-profit reservations will not be cancelled, room locations are subject to change.
 - d. The same priority structure applies to facility equipment including tables, chairs and audio-visual equipment.
4. Fee waivers apply to events that pertain directly to the business of the organization. Personal and social occasions will not be recognized by the District as a non-profit event. Examples of personal and social occasions include birthday celebrations, holiday parties, anniversary parties and retirement events.
5. Complimentary room usage will be restricted to the Studio Room during business hours and/or when the District staff person is scheduled to be at the facility.
6. The main contact person or the alternate contact person must be on-site during the entire reservation including set-up and clean-up time.
7. The non-profit group is responsible for room set-up, breakdown and clean up in its entirety.
8. Reservations are accepted in person, Monday through Friday from 9:00am – 5:00pm. Reservations are accepted up to 3 months in advance, unless otherwise approved by the District Director.
9. The non-profit organization agrees to abide by all other facility policies and procedures as outlined in the Rental Application Packet.



APPLICATION FOR WAIVER/REDUCTION OF RENTAL FEES

Submit proof of 501(c)3 status with application.

Non-Profit Organization: _____

Organization Address: _____ City: _____ Zip: _____

Primary Contact Person: _____ Phone (_____) _____ E-mail address _____

Alternate Contact Person: _____ Phone (_____) _____ E-mail address _____

Please describe the Intent/Purpose of the Organization (attach additional pages if necessary):

Please describe the purpose of your event (attach additional pages if necessary):

Is this meeting/event open to the public? Yes No If no, then who will be attending the meeting? _____

Does your organization carry liability insurance? Yes No If yes, who is your insurance carrier? _____

Is this request for a waiver of rental fees for monthly meetings? Yes No

If yes, please indicate your facility needs: _____

Estimated Attendance: _____ Preferred Meeting Day: MON TUE WED THUR
 FRI SAT SUN

Preferred Meeting/Event Date: _____ Preferred Meeting Time: _____ to _____

NOTE: If application is approved, you are required to submit a completed Rental Agreement contract

Authorization:

I hereby warrant and certify that I am the authorized representative of the organization named above, that the statements are true to the best of my knowledge, and that our organization and I agree to be bound by the regulations and policies governing the rental use of the Si View Community Center.

Signature: _____ Date: ____/____/____

FOR OFFICE USE ONLY

Date Received: ____/____/____

APPROVED FOR:

Monthly Meetings.

One-time event at reduced rate of: _____

DENIED

Reason: _____

Application Expiration Date: ____/____/____

District Director: Initial: _____ Date: ____/____/____