

**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.
- 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 additi	ional pages if necessary):	
Is this meeting/event open to the public?  Yes No Does your organization carry liability insurance?		<b>-</b>
Is this request for a waiver of rental fees for monthly me		
If yes, please indicate your facility needs:		
Estimated Attendance: Preferred Meet	ting Day:   MON   TUE   WED	
Preferred Meeting/Event Date:	□ FRI □ SAT □ SUN Preferred Meeting Time:	to
NOTE: If application is approved, you are r	required to submit a completed Re	ental Agreement contract
Authorization: I hereby warrant and certify that I am the authorized repute the best of my knowledge, and that our organization and use of the Si View Community Center.		
Signature:	[	Date://
<b>FOR OFFICE USE ONLY</b> Date Received:/		
APPROVED FOR:     Monthly Meetings.     One-time event at reduced rate of:		
DENIED Reason:		
Application Expiration Date:/	District Director: Initial:	Date:/