

Bainbridge Township Facility Rental Fee Waiver and Reduction Request Guidelines

The purpose is to establish consistent operating guidelines for the Township facilities when considering request for a fee waiver or reduction including the following facilities:

Town Hall, Burns-Lindow, Lakeside, River Road Park, Settlers Park, and Heritage Park

Eligibility:

- Waivers will only be considered for not-for-profit or volunteer based organizations that operate within Bainbridge Township.
- Waivers will only be considered for programs, activities or events that contribute to the social well-being of the community or address a community need.

Applications may be for partial or complete waiver consideration.

Waivers **will be considered for the following:**

- Financial impact on the Township;
- Availability of the facility requested;
- Number of people reached by the request, the benefit to the Township, and the significance of the event or activity;
- Promotion of cultural, heritage, social, or well-being of the Township
- Organizations with an established history of service to the Township.
- Imposition of fees would create a financial hardship on the organization or would have detrimental effect upon the services provided to the public;
- The organization provides proof it is a valid non-profit or community service organization serving the residents of Bainbridge Township.
- The agency is an approved 501 (c) (3) or (c) (6) non-profit organization. If not a non-profit organization, then an event co-sponsorship approved by the Township Board of Trustees is required.

Waivers **will NOT be considered for the following:**

- Groups of a political nature;
- School activities which are already supported through tax dollars.
- Entertainment or social functions with no direct tangible benefit to the community at large;
- Projects, activities or events that stand to make a profit to their organization or are commercial in nature;
- Discriminatory activities or events or those that would incite hatred towards any group;
- Activities or events that are unlawful;
- Activities or events that are contrary to the policies of the Township;
- Any other reason deemed unsuitable by the Board of Trustees at its sole discretion.

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Application Process:

- Community Organizations or groups must complete the Facility Rental Fee Waiver and Reduction Request Form either on the Township website or at the Service Department at 17800 Haskins Rd, Chagrin Falls, Ohio 44023;
- Facility Waiver Request Applications must be received a minimum of six weeks prior to the activity or event date in order to be placed on a regular scheduled meeting agenda of the Bainbridge Township Board of Trustees to consider;
- A representative(s) of the community organization requesting the waiver is encouraged to attend the scheduled regular meeting of the Bainbridge Board of Trustees to answer any questions regarding the waiver request; and
- A service department representative will notify the contact person designated by the applicant of the Board's decision with regards to each waiver request.

In approving the Facilities Rental Fee Waiver and Reduction Request, the Township may impose such conditions or restrictions as it deems fit.

The Township reserves the right to limit the number of waivers provided in a given year.

No cash donations or funds will be provided at any time in lieu of a waiver.

Applicant must provide the required Security Deposit and agree to adhere to all rules specific to the use of each facility.

**Bainbridge Township
Facility Rental Fee Waiver and Reduction Request Guidelines**

Request Application Form

Name of Organization: _____

Contact Person: _____

Mailing address: _____

Email address: _____

Phone Number: _____

Date of Event: _____

Name of Event: _____

Facility Requested: _____

Agency is an approved 501 (c) (3) or (c) (6) non-profit organization _____(Certificate attached)

Describe the event (goals, itinerary, expected attendance, etc.) attached another sheet if necessary:

Describe who will benefit from the activity or event and how they will benefit:

Describe the purpose of the waiver request:

Is this an Ongoing _____ (Dates listed attached) or One-time Event _____

Financial (please attach your proposed budget indicating fundraising efforts, if applicable):

Will there be fees charged for those attending and if so what are they? _____

Had the organization contacted other community groups to form a partnership for this project?

Is there any additional information you would like for us to consider when reviewing your application?

FOR SERVICE DEPARTMENT USE ONLY: Recommended _____ Not Recommended _____

Comment _____

Building Attendant _____

Facility rental fee amount being waived: \$ _____ (\$ _____/hour)

FOR BOARD OF TRUSTEES USE ONLY:

Waiver outcome: _____ Approved _____ Denied BOT meeting date _____