



## City Commission Policy Regarding Facility Fee Waiver Requests

### Purpose

This policy establishes criteria and procedures for consistent evaluation of facility fee waiver requests. The intent is to ensure equitable community access while maintaining fiscal responsibility and transparency in City resource management.

### Policy Statement

The City of Lake Worth Beach recognizes that public facilities are vital to community engagement, cultural enrichment, and civic pride. To support non-profit, charitable, and community-based initiatives that serve the public interest, the City may grant partial fee waivers for facility rentals when justified by measurable social, economic, or community benefits.

### Scope

This policy applies to all City-owned facilities under the management of the Leisure Services Department, including but not limited to parks, recreation centers, library, athletic fields, pavilions, and event venues. Only Lake Worth Beach residents and Non-Profit organizations that are based in and serving Lake Worth Beach are eligible for fee waivers. Fee waivers do not include or apply to insurance costs, cleaning fees and facility damage deposits.

### Evaluation Criteria

All waiver requests shall be on the City-approved Fee Waiver Request Form, attached hereto as Exhibit A, and will be evaluated based on the following criteria:

1. Resident/Non-Profit Status: Verification of City residency or 501(c)(3) or equivalent nonprofit status with location and service documentation to establish eligibility
2. Public Benefit: The event or program for which the fee waiver is sought must demonstrate clear benefit to the Lake Worth Beach community (e.g., youth development, senior engagement, environmental awareness, cultural enrichment). Benefit may be demonstrated through total residents served by programs and volunteer hours by the organization in the last year
3. Accessibility: Program or event for which the fee waiver is sought is open to the public without fees or restrictive membership barriers
4. Financial Need: Applicants must demonstrate limited financial capacity (financial statement) showing Net Revenue (after expenses) and Liquid Unrestricted Cash
5. Alignment with City Goals: Request must support City Commission priorities and Leisure Services Department objectives as outlined in the Comprehensive Plan. Must be demonstrated by describing how the facility time for which the fee waiver is sought is being used for goal related activities and consideration of availability of other facilities.

- GOAL 7.1: The City of Lake Worth [Beach]’s open space and recreation system shall provide sustainable indoor-outdoor leisure opportunities, to meet the physical, social, recreational and cultural needs of current and future demands of all population segments with access to a variety of passive and active recreation programs using both public and private resources.
- Policy 7.1.2.7: The City shall continue to encourage co-sponsorship of recreational and cultural events, such as races, greenmarkets, festivals and athletic events, using City facilities as a location for these events.
- Objective 7.1.5: The City shall continue encouraging cultural programs supporting its diverse population in coordination with other public and private entities.
- Objective 10.1.1: The City understands the important role that education has in building a strong community. Investment in education provides social, economic and cultural value to the City as a whole. To that end, the City shall advocate for and invest in resources for our schools and educational systems; as well as extracurricular educational opportunities.
- Objective 10.1.4: The City shall work to promote an approach to education that is coordinated with ancillary facilities such as: parks, libraries, recreational facilities, and Non-profit agencies.
- Policy 11.1.2.8: The City shall conserve and enhance the natural and recreational resources that provide the foundation of the City’s retirement, recreation, and tourist based economic sectors.

Evaluation of Waiver requests shall be evaluated on the above criteria as follows

Category	Measurable Data Point (KPI)	Calculation / Description	Max Points	Score
<b>1. Non-Profit/Resident Status (20 Points)</b>	Yes (20) or No (0)	Verification of residency or of 501(c)(3) or equivalent nonprofit status	<b>20</b>	
<b>2. Public Benefit (20 Points)</b>	Number of People Served (City Residents). Higher Number = Greater Benefit	Total unique residents served by programs in the last year. 0-50, 51-99, 100-499, 501-1000, 1000+( 2 points per bracket)	<b>10</b>	
	Volunteer Hours Utilized. Higher Number = Greater Benefit	Total volunteer hours the past year by the organization. 0-50, 51-99, 100-499, 501-1000, 1000+ (2 points per bracket)		
<b>3. Accessibility (20 Points)</b>	Yes (20) or No (0)	Program or service is open to the public without fees or restrictive membership barriers	<b>20</b>	
<b>4. Financial Need (20 Points)</b>	Operating Margin (Negative = Greater Need) <i>Must be provided to receive points.</i>	Net Revenue (after expenses) ÷ Total Revenue. Lower (more negative) = greater need.	<b>10</b>	

	Months of Cash on Hand (Lower = Greater Need) <i>Must be provided to receive points.</i>	Liquid Unrestricted Cash ÷ Avg. Monthly Expenses. For full points: ≤ 1 months then less 2 points for each month	<b>10</b>	
<b>5. Alignment with City Goals (20 Points)</b>	Direct Goal Alignment (See goals, objectives and policies identified above)	2 points per goal aligned (up to 5 goals).	<b>10</b>	
	Facility Usage Need and Availability	Facility time used for aligned activities (5) and availability of other facilities for consideration (5)	<b>10</b>	
<b>Grand Total Possible Points: 100</b>			<b>100</b>	

Under 60 points. Not considered.  
61-70 Points. 10% waiver  
71-80 Points. 20% waiver  
81-90 Points. 40% waiver  
91-99 Points. 60% waiver  
100 Points. 70% waiver

### Approval Process

1. Requests must be submitted in writing at least 60 days prior to the event including submission of the Facility Reservation Form and the Non-Profit Fee Waiver Request Form.
2. The Leisure Services Department will review waiver requests upon receipt, document the financial consideration and department data to be considered, and record the financial impact for tracking.
3. The Leisure Services Department will grant partial or full waiver of fees when justified by measurable social, economic, or community benefits, in accordance with this policy.
4. Approved waiver requests will be documented for transparency and included in annual reporting.
5. Nothing herein shall preclude or prevent the City Commission from granting fee waivers to individuals and entities that do not qualify for a fee waiver under this policy.

### Exceptions & Expedited Criteria

Celebrations of Life to Honor the individual in which the facility is named may be submitted with the waiver request form and, once submitted, shall be considered approved for full fee waiver.



A full fee waiver shall be granted to individuals, groups, and Non-Profits with a current use agreement with the City for use of a City facility when that facility is under renovation or is not otherwise accessible.

#### Review and Revision

This policy will be reviewed annually to ensure alignment with fiscal performance, community demand, and City Commission priorities. As part of the review, annual reports summarizing the total number of waivers granted and denied, financial impact, and measurable community outcomes will be submitted to the City Manager and Commission. Amendments to this policy may be made by the City Commission.

