

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** January 6, 2026

**DEPARTMENT:** Leisure Services

**TITLE:**

Resolution No. 02-2026 -- Policy for Facility Fee Waiver Requests

**SUMMARY:**

The City Commission approved a policy for facility fee waiver requests.

**BACKGROUND AND JUSTIFICATION:**

The 2026 Fiscal Year Fee Schedule went into effect on October 1, 2025. All facility rental fees have been established for residents, non-profits, and non-residents. At its November 18, 2025, meeting, the Commission gave staff direction on a draft facility fee waiver request policy. As directed by the Commission on November 18<sup>th</sup>, the proposed policy includes a quantitative scoring mechanism for evaluating requests and provides for a maximum waiver of 70% to be approved by Leisure Services staff.

**MOTION:**

Move to approve/disapprove Resolution 02-2026 -- Policy for Facility Fee Waiver Requests

**ATTACHMENT(S):**

Resolution 02-2026  
Facility Fee Waiver Policy  
Fee Waiver Request Form