



Insert Approved Date

**SUBJECT: Policy for Consideration and Approval of Facility Fee Waiver Requests**

**Purpose**

This policy establishes criteria and procedures for evaluating and approving facility fee waiver requests consistently. 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 or full 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.

**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. Non-Profit Status: Verification of 501(c)(3) or equivalent nonprofit status
2. Public Benefit: The event or program 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 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: The request must support City Commission priorities and Leisure Services Department objectives as outlined in the Comprehensive Plan.
  - GOAL 7.1: The City of Lake Worth'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.Alignment may be demonstrated through, facility time being used for aligned activities that correspond with City Goals and if there is availability of other facilities for consideration

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 Status (20 Points)</b>	Yes (20) or No (0)	Verification 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>10</b>	
<b>3. Accessibility (20 Points)</b>	Yes (20) or Partial (10) 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. Goal: ≤ 1 months	<b>10</b>	
<b>5. Alignment with City Goals (20 Points)</b>	Direct Goal Alignment (e.g., Housing, Health, Recreation, Economic Impact, Education)	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. 100% waiver

### Approval Process

1. Requests must be submitted in writing at least 30 days prior to the event including submission of the Facility Reservation Form and the Non-Profit Fee Waiver Request Form.
2. The Leisure Services Director will review waiver requests upon receipt, document the financial consideration and department data to be considered, provide a recommendation, and coordinate with the city clerk to schedule Commission evaluation at the next available regular commission meeting.
3. Commission may grant partial or full fee waiver of fees by a majority vote when justified by measurable social, economic, or community benefits.
4. Approved waiver requests will be documented for transparency and included in annual reporting.

### 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.

### 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, financial impact, and measurable community outcomes will be submitted to the City Manager and Commission for review. Amendments to this policy may be made upon recommendation by the Leisure Services Director and approval by the City Manager.

### Conclusion

By implementing a standardized, data-driven process for facility fee waiver consideration, the City of Lake Worth Beach promotes equitable access to public spaces while preserving fiscal accountability and reinforcing its commitment to community enrichment and inclusion.