



MEETING DATE: August 11, 2025

PRESENTED BY: Andy Garcia, Assistant City Manager

AGENDA ITEM: Approval of City-Wide Nonprofit Fee Waiver and Discounted Rate Policy – A. Garcia

NATURE OF REQUEST:

The City of Mission proposes a citywide policy outlining procedures for nonprofit organizations, government agencies, and educational institutions to request fee waivers or discounted rates for facility rentals and city services. The policy aims to limit the use of public facilities as general public forums while ensuring priority access for residents and clients conducting official business with the City.

This policy applies to all City departments offering rental spaces or services, including but not limited to:

- Boys and Girls Club facility rentals
- Speer Memorial Library meeting and event room rentals
- Parks and Recreation facility rentals
- Golf course facility rentals and tournament fees
- Permits and support services for 5K runs and community events
- Mission Event Center facility rentals

Eligible organizations may apply for the following discount tiers:

- **50% Discounted Rate:** For events that are open to the public, free of charge, provide a public benefit, and are non-partisan, non-commercial, not-for-profit, and non-controversial.
- **20% Discounted Rate:** Intended for internal, revenue-generating events, trainings, seminars, or meetings not open to the public.
- **100% Fee Waiver:** Reserved for organizations in an official partnership with the City of Mission for joint events. Organizations seeking a 100% fee waiver must secure Council approval for the partnership.

Eligible organizations may submit one (1) request annually for consideration of either a fee waiver or discounted rate.

BUGETED: N/A **FUND:** N/A **ACCT. #:** N/A

BUDGET: \$ N/A **EST. COST:** \$ N/A **CURRENT BUDGET BALANCE:** \$ N/A

BID AMOUNT: \$ N/A

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____