

## **City of Mission**

### **Fee Waiver and Discount Policy for Use of City Services and Facilities**

#### **Purpose**

The purpose of this policy is to establish clear, consistent, and transparent procedures for granting fee waivers or discounted rates to organizations requesting the use of City services, including facilities, meeting spaces, parks, trails, equipment, and staffing. This policy aims to promote fairness, responsible use of City resources, and partial cost recovery to ensure public resources remain accessible for official City business and essential community functions.

#### **Applicability**

This policy applies to all City departments that offer services, facilities, or staffing to nonprofit organizations, as well as to citywide coordinated events such as runs, festivals, and other public gatherings organized or supported by the City of Mission.

#### **Eligible Organizations**

The following types of organizations are eligible to request fee waivers or discounted rates under this policy:

- Non-profit organizations
- Government agencies
- Educational institutions

#### **Eligibility Categories and Discount Rates**

##### **1. 20% Discount Rate**

###### **Conditions:**

- May host revenue-generating or fundraising events that benefit the organization; and/or
- May conduct trainings, seminars, or meetings intended for the organization's members, staff, or a specific target audience (not open to the general public).

##### **2. 50% Discount Rate**

###### **Conditions:**

- Events must be open and free to the general public.
- Provide a clear public benefit.

- Be non-partisan, non-commercial, and not-for-profit.
- Be non-controversial and refrain from advocating a particular position on matters of public policy or social/political controversy.

### **3. 100% Fee Waiver**

#### **Conditions:**

- Organizations must be in an official partnership with the City of Mission for a jointly hosted event
- Fee waiver applies only to events and services approved by the Mission City Council
- Organizations must allow the City of Mission to co-brand the event, including the use of City logos on promotional materials and acknowledgment of the City's role as a partner in all event communications

#### **Application Process**

Organizations seeking fee waivers or discounts must submit a formal request to the City's designated department at least 6 months prior to the event. Requests must include documentation proving eligibility (either a Certificate of Formation for a Nonprofit Corporation filed with the Texas Secretary of State or a IRS Determination Letter displaying 501c3 status), a description of the event and its purpose, and a list of requested services/items to determine the applicable cost of the event. The City reserves the right to verify all information provided and request any additional documentation necessary to validate nonprofit status and purpose.

#### **Approval**

Fee waiver and discount approvals will be made by the City's designated department. Events qualifying for a 100% fee waiver must be approved by the Mission City Council. The City reserves the right to deny or revoke fee waivers or discounts if the event or organization no longer meets the policy criteria.

#### **Exclusions**

The discount and waiver policy does not apply to:

- Damage or cleaning deposits
- Any third-party vendor services not provided directly by the City (e.g. security services).
- Night golfing services
- Merchandise or merchandise credit

## **Liability, Damages, and Insurance Requirements**

The provision of a fee waiver or discount under this policy, including for official City partnership events, does not waive or eliminate the responsibility of the requesting organization for any of the following:

- **Damages:** This policy does not relieve the organization of liability for any damage, destruction, or degradation to City facilities, infrastructure, or equipment. All repair or replacement costs resulting from such damage will be the sole responsibility of the organization.
- **Insurance Requirements:** Any insurance requirements required by the City for the use of its services, facilities, roadways, parks, trails, or other City-owned property remain in full effect regardless of the issuance of a fee waiver or discount. Proof of insurance must be submitted in accordance with City requirements.
- **Liability:** A discount or fee waiver granted under this policy does not waive any liability that the requesting organization may hold for injury, death, or property loss occurring during or as a result of the event or activity. The requesting organization agrees to indemnify and hold harmless the City of Mission, its officers, employees, and agents from any claims or liabilities arising from the event.