



Town of Buena Vista

Post Office Box 2002

Buena Vista, Colorado 81211

Phone: (719) 395-8643

Fax: (719) 395-8644

Fee Waiver Policy for Facilities and Special Events

General

This policy establishes parameters for waiving or reducing fees for Town parks, facilities, and special event permitting.

Background and Purpose

This policy is designed to provide an equitable means for renters and event organizers to apply for fee waivers or fee reductions. Event permitting and reservation fees help cover administrative costs and contribute to facility improvements to better serve Town users.

Definitions

Open to the public and entirely free event: Any event or meeting actively marketed to the public which allows any and all persons to attend AND that does not charge admission, registration, or any other charges/fees to participants, attendees, vendors, or visitors either before, during, or after the event. The event must be secular and apolitical in nature.

Chaffee County based non-profit: Any organization registered with the Colorado Secretary of State as a not-for-profit organization in good standing. This is determined by presenting:

- A current Certificate of Good Standing from Colorado Secretary of State's Office

AND

- The organization has official address of the nonprofit listed within Chaffee County

Chaffee County based government organization: Any official local, state, or federal government organization with a physical office that has an address within Chaffee County

Policy

Entities eligible for a fee waiver or reduction include:

1. **Chaffee County based non-profits**
or
2. **Chaffee County based government entities, Buena Vista School District** sponsored events, **Volunteer Income Tax Assistance (VITA)** work sessions, the **Farmer's Market** through Foodshed Alliance, and **BV Strong** dinner events

Event-specific fee waiver and reduction guidance:

1. For **Chaffee County based non-profits:**

- If it is an event that is open to the public *and* entirely free:
 - Eligible for waiving park and facility rental fees
 - Eligible for 50% reduction on certain applicable special event fees
 - If it is a fundraiser event that is *not* open to the public or *not* entirely free:
 - Eligible for 50% reduction on park and facility rental fees
 - Eligible for 50% reduction on certain applicable special event fees
 - If event is a non-special event (i.e. regular meeting):
 - Eligible for 50% reduction on park and facility rental fees
 - Organization’s reductions and waivers are capped at \$500 per calendar year
2. For **Chaffee County based government entities, Buena Vista School District** sponsored events, **VITA** work sessions, and **BV Strong** dinner events:
- Exempt for all rental and/or special event fees
3. For the **Farmer’s Market** through Foodshed Alliance (in accordance with specified rental restrictions listed in Long Term Agreement valid through December 31st, 2021):
- A one time annual Special Event Application Fee
 - A one time annual Park Rental Fee*
 - A one time annual Water Fee*
 - A one time annual Electric Fee*
 - A one time annual Multiple Vendor Base Fee plus applicable individual vendor fees (unless all vendors are annual business license holders)
- *Valid for McPhelemy Park East. Town may consider alternative sites and set applicable fees based on impact to Town resources.

Fee waiver and reduction guidance by **additional fee type:**

- Fees **eligible** for reduction or waiver:
 - Application Fees
 - Barricades, Cones, Fencing, and Sandbags
 - Park & Facility Rental Fees
 - Community Center Equipment Rental Fees
 - Camping Fees
 - Water Fees
- Electric Fees
- Temporary Sign Permit Fees
- Fees **NOT eligible** for reduction or waiver:
 - Expedited Application Fees
 - Damage Deposits
 - Additional Town Staffing
 - Additional Use Impact Fees
 - Street Closure Fees

Process for Granting Fee Waivers or Reductions

A fee reduction or fee waiver may be granted administratively *if a fee waiver request is signed by an agent of the organization with an address located within Chaffee County.*

For fee waivers and reductions on behalf of a Chaffee County nonprofit, the *nonprofit organization must pay for all residual fees and deposits* with a check or credit card from the organization or from a member of the board or staff of the organization.

Contact the Recreation Department at 719-581-1029 or events@buenvistaco.gov for more information.