

POLICY REGARDING PARK FACILITY USE FEES

The St. Clair County Parks and Recreation Commission has adopted a four tier facility use fee schedule. The four tiers are based on four criteria, namely; IRS status; age of the participants to be served; the residency of participants to be served; and whether the event is open to the public.

Facility User

The status of the facility user determines what fee tier is used to compute the park facility use fees. The facility user is determined by the following criteria:

- The user (individual or authorized officer) must sign all facility use forms.
- The user is responsible for all required fees and security deposits.
- The user must have financial control of the event.
- The user must provide the required liability insurance in their name.
- The user must have substantial control of how the event is run and must be in attendance.

IRS Status

The IRS status of the facility user is the only criteria used by PARC to determine whether a facility user is a non-profit organization. In order to qualify as a “non-profit”, the organization / facility user must possess a 501 C (3-7) certificate. If the facility user does not have documentation of their IRS non-profit status, they will automatically be considered as a “for profit/private function”.

Age of Participants

Events are categorized as either youth serving or adult. The cut off is considered 18 years of age. Anyone under 18 is considered a youth while anyone 19 and older is considered an adult. In the case of a primarily fundraising event, the age of the benefiting group is considered.

Residency of Participants

Each event and facility user will be categorized based on the residency of the users. Events in which 66% of the participants are residents of St. Clair County will be considered a resident group/event. In the case where there are both active participants and spectators, the residency of both may be considered.

Private Functions

Events that are not open to the general public are considered private events.

Unique Events or Long Term Users

PARC may require unique events or long-term users to sign a custom lease agreement.

Staff Determinations

The Parks and Recreation Director is authorized to determine the classification of all groups that wish to reserve County Parks facilities.