

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.67		SUBJECT: Fee Waivers for City Associated Special Events
ORIGINAL ISSUE: 4/5/11	EFFECTIVE:	
CURRENT ISSUE: 2/7/12	EFFECTIVE: 2/8/12	CATEGORY:
SUPERSEDES: <i>Version Adopted 4/5/11</i>		

I. PURPOSE AND SCOPE

To establish a policy for the request of fee waivers for a special event and to provide procedures in how those requests will be executed.

II. GENERAL

- A. A request for fee waivers of city facilities or equipment use for special events must be presented to the City Council for review and consideration.
- B. Employee salaries associated with the production of the proposed special event are *NOT* eligible to be waived.
- C. Any hard costs (City Staff, catering, entertainment, special equipment, insurance, security, etc.) that are not budgeted from the city's General Fund for the event cannot be waived.

III. EXCEPTIONS

There shall be no exceptions to this policy except through direct instruction of the City Council.

IV. AUTHORITY

Report to the Mayor and City Council, dated, February 7, 2012, Item No. 7.



 David C. Biggs
 City Manager

2/8/12

 Date