

CITY OF IDAHO FALLS
Parks and Recreation Department

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Park Use Fee and Insurance Waiver Policy

The following policy will be applied to all Parks and Recreation Departments facility and property reservations.

Scope of Policy: All applications for waiver of facility use fees are required to adhere to this policy.

Exemption Requests: All requests for consideration of waiving of fees must be emailed to the Parks and Recreations Director, Greg A. Weitzel at gweitzel@idahofallsidaho.gov along with a completed Facility Use Application, at least thirty (30) days in advance of any scheduled event. The letter of request should explain how the project or organization meets the criteria listed below. All requests will be reviewed and a notification will be provided to the requesting party with in ten (10) business days of receipt.

Review Panel: All emailed requests for the waiver of facility use fees are reviewed by a three (3) member panel consisting of the following: The Parks and Recreation Director, Pare Superintendent and The Chair of the Parks and Recreation Commission.

Additional Expense: All expense associated with the city providing equipment above and beyond what is normally at any given site such as; tables, tents, water, etc. are not eligible for exemption.

Criteria: Unless waived by the Review Panel, all of the following criteria must be met by the requesting party to be eligible for the waiver of park use fees:

1. The event or activity must be open to the general public.
2. The activity of the requesting party must directly benefit the residents of the City of Idaho Falls or The Parks and Recreation Department.
3. The requesting party must be an Idaho Falls based non-profit organization with a valid 501c3.
4. The requesting party must agree to provide for clean-up at the end of their event.
5. Projects or organizations who have failed their obligations during previous events or activities are not eligible for future fee waivers.
6. All recipients of a fee waiver shall acknowledge the Parks and Recreation Department in all publicity relating to the event or activity and be approved by the Director of Parks and Recreation prior to release. Acknowledgement includes City logos and statement in all advertising, promotional material and media releases.
7. All city programs, committees or authorized direct affiliates shall be eligible for exemption from facility use fees.