



# BOROUGH OF BANGOR

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<http://bangorborough.org>

## FEE WAIVER OR REDUCTION POLICY

On occasion, the Borough of Bangor is asked by various groups to waive facility rental or permit fees. Fee waivers and reductions are granted by Borough Council and do not eliminate the requirements of liability insurance and event clean up. Eligibility for fee waivers or reductions largely depend on the event sponsor and the nature of the event. Events that provide a civic benefit to the entire Borough or a recognized neighborhood area, and are open to all Borough residents are best suited for obtaining a fee waiver. Events that are small gatherings among neighbors or groups are not suited for a fee waiver.

Requests for Borough services or facilities are to be made on an application specific to this purpose at least 60 days prior to the event. The requestor will be required to provide, within the application, as much information as necessary to determine the eligibility for services and any potential reduction in fees. Examples of such information are; description of event/activity, explanation of requested Borough services, designation of responsible individual, proof of organization tax status, proof of insurance, etc.

## FEE STRUCTURE

### 1. Private individuals or groups:

Permit fees, rental fees, labor costs, contract services, insurance, deposits and any other related costs are the full and complete responsibility of the requesting party. Personnel expenses will be billed on actual cost of services performed. An estimate of total personnel costs will be provided to the renter at time of application approval; some form of security to pay these costs will be required, deposit or other acceptable proof of responsibility for payment, 14 days prior to the event. Cost for contractual services such as tents, chairs, etc. are the full responsibility of the requesting party, and must be coordinated by the requesting party. Proof of insurance in the amount acceptable to Bangor Borough Council naming Bangor Borough as additional insured will also be required, when applicable.

### 2. Charitable/Non-Profit groups, Civic/Community Groups:

Permit fees and rental fees for Borough facilities and equipment will qualify for a 50% reduction in the customary charges. Personnel costs will be waived fully if the work can be performed during normal scheduled work hours. Overtime personnel costs will be charged at 50% of actual costs. Some form of security to pay these costs will be required, deposit or other acceptable proof of responsibility for payment, 14 days prior to the event. Cost for contractual services such as tents, chairs, etc. are the full responsibility of the requesting party, and must be coordinated by the requesting party. All contractual services and the items included must be listed on the fee waiver application. Proof of insurance in the amount acceptable to Bangor Borough Council naming Bangor Borough as additional insured will also be required.

3. Governmental:

If the requesting unit is a Borough Board or Commission, or an agency with which the Borough has an agreement or arrangement for mutual cooperation of service provisions, there will be no charge for permits, rental of facilities or equipment. There will be no charge for personnel costs if incurred during normal scheduled work hours. Any overtime personnel costs will be negotiated between the units prior to the event. Contractual service costs will be the responsibility of the requesting Governmental unit. Proof of insurance in the amount acceptable to Bangor Borough Council naming Bangor Borough as additional insured will also be required, when applicable.

4. Community Events:

Public events organized by supported non-profit organizations, benefiting the residents of the Borough, such as holiday parades, Christmas Tree Lighting and Veteran's Day celebration will be considered for a full waiver of permit fees and/or rental fees. Activities or events such as 5k charity runs, fundraisers, or any other charitable activities will not be considered a community event; fee waivers will be considered for these types of activities under paragraph 2. Major events such as music festivals and concerts will have fees negotiated on a case by case basis with the Bangor Borough Council to make a final decision on fees and/or cost sharing. Cost for contractual services such as tents, chairs, etc. are the full responsibility of the requesting party, and must be coordinated by the requesting party. Proof of insurance in the amount acceptable to Bangor Borough Council naming Bangor Borough as additional insured will also be required.

5. Borough Facilities:

The Borough owns and operates such facilities as the Bee Hive Community Center, Bangor Memorial Park complex, Pennico Park and others. Any events held at these locations, including buildings, parking lots, and adjacent grounds, outside of their respective typical operations will be subject to this policy as appropriate depending on the type of event. This shall also apply to other entities owned in fee simple or held in public easement, such as all streets and alleys.

6. Fee Schedule:

Bangor Borough Council shall set a fee schedule, which may be revised, as necessary each year. Any provision for allowing community service in lieu of rental or permit fees, shall be included in the fee schedule, and approved on a case by case basis.

7. Amendment and Interpretation:

The Borough Manager and/or Borough Council shall determine, on a case by case basis, which category is applicable to each requesting organization or event. Any material amendment to this policy shall be made by Borough Council resolution.