

**City of Los Alamitos
Administrative Regulation**

Regulation: x.x

Title: **Fee Waiver Guidelines for Non-Profit Disabled Veterans Use of the Pool**

Authority: City Council

Date: _____

Revised: _____
City Manager

1. **Purpose:** The City of Los Alamitos recognizes the value of partnering with other organizations to provide services that benefit the community. In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, the following policy is established to determine when permit fees for non-profit disabled veterans groups may be waived. Because such support is limited and may involve the use of public resources to support the goals or activities of a third party organization, the following policy is established to ensure such resources are properly utilized.

2. **Application:** This policy shall apply to non-profit disabled veterans groups who wish to use the USA Water Polo National Training Center (Pool).

3. **Regulation:**
 - a. **Definitions**
 - i. **Recognized 501(c)(3)** – The organization must have or be in the process of receiving Internal Revenue Code non-profit 501(c)(3) status. If non-profit status has been applied for but not been granted at the time of the fee-waiver application, it must be received and forwarded to the Director of Recreation and Community Services within six months, or the fee waiver will be revoked.
 - ii. **Articles of Incorporation** – The organization must have its Articles of Incorporation endorsed and filed with the California Secretary of State.
 - iii. **Disabled Veterans Group (Permittee)** – Proof that the group includes members who are United States Armed Forces veterans may be required.
 - iv. **Pool Rental Regulations** – The permittee must abide by all pool rental rules and regulations as administered by the City of Los Alamitos Recreation and Community Services Department, and abide by the Joint Forces Training Base parking regulations.

4. **Policy:**
 - a. **Financial Hardship/Non-Profit** - The City Manager may waive fees for a non-profit disabled veterans organization to utilize the pool if it is determined that all of the following criteria are met:
 - i. The organization is a valid non-profit organization, or will attain this status within six months from the date of the fee waiver application
 - ii. The imposition of fees would create a financial hardship on the organization
 - iii. The organization must have filed for incorporation and be recognized as an entity in good standing by the California Secretary of State.

b. Pool Schedule

- i. Scheduling and use of the pool is subject to availability.

c. Insurance

- i. Permittee shall procure and maintain Commercial General Liability Insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Permittee’s use or occupancy of the USA Water Polo National Training Center facility and adjoining property.
- ii. Certificate of Insurance and an acceptable Additional Insured Endorsement must name the City of Los Alamitos, USA Water Polo, Military Department of the State of California and Los Alamitos Aquatics Foundation as additionally insured. Generally, amounts are as follows:

Estimated Attendance	General Liability Limit	Aggregate Liability Limit
200 or fewer	\$2,000,000	\$ 4,000,000
201 – 500	\$4,000,000	\$ 8,000,000
501 – 1,000	\$6,000,000	\$12,000,000
1,001 or more	\$8,000,000	\$16,000,000

d. Staff Costs

- i. Staff costs will not be waived, unless it can be documented and approved by the City Manager that the disabled veteran’s organization can meet or exceed the standards to lifeguard for the activity for which they are applying.

e. For all other uses the following standards will apply:

- i. The event or program is in compliance with the City’s non-discrimination policy.
- ii. The event or program is of significant value to the community or to a significant portion of its residents.
- iii. The City Manager determines that the proposed event or program will have no significant impact on the facilities or department activities, that the permittee will provide volunteer services and materials to mitigate any impacts created by the event or program, or that the impacts that are created are adequately offset by the public benefit provided by the program or event.
- iv. The City Manager determines that no profit will be made from the use of the pool by the permittee or by any other individual or private business.
- v. All resources provided by the City in the waiver of fees must be provided for within the Department’s current allocations without a reduction of services.
- vi. The permittee must acknowledge the support of the City of Los Alamitos where appropriate and include on all printed information and advertising materials the following, “This program has been made possible, in part, through assistance from the City of Los Alamitos.”

f. Request for Waiver of Fees Form

- i. Permittee shall utilize the attached Request for Waiver of Fees form to initiate the process to utilize the pool.

CITY OF LOS ALAMITOS
Recreation and Community Services Department

Request for Waiver of Pool Fees by Disabled Veterans

Please read and complete the following information carefully. Failure to provide accurate information may result in a delay or denial of your request for a fee waiver.

Name of Person

Requesting Fee Waiver: _____

Organization: _____

Address: _____ **City:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Please describe the purpose of your disabled veteran group: _____

Please describe the intended use of the pool and how much pool space is requested:

Number of people in the water at one time _____

Number of people supervising the activity _____

Number of lifeguards required _____

(To be determined by staff)

List dates of requested use: _____

From date

To date

In _____ **sessions of** _____ **weeks**

Number of

Number of

List hours of requested use (including set up and tear down): _____

From time

To time

