

# FEE WAIVER AND REDUCTION POLICY #89-1

June 2013

Fees normally charged for the exclusive use of designated park facilities and park grounds, entrance to Ox Bow County Park, programming services, and other fees associated to park land use may be waived or reduced in accord with the provisions of this policy.

- I. Automatic Facility-Rental-Fee Waivers. The following agencies shall not be required to pay fees for reserved exclusive use of park facilities:
  - A. Agencies of Elkhart County government for governmental functions;
  - B. The Elkhart County Historical Society, the Elkhart County Genealogical Society and the Bristol Alumni Association for activities at the Elkhart County Historical Museum.
  - C. Organizations and agencies whose activities are sponsored or co-sponsored by the Elkhart County Park and Recreation Board for such activities.
- II. Discretionary Waivers or Reductions of Rental Fees for Reserved Exclusive Use of Park Facilities.
  - A. In general, the only organizations eligible for discretionary facility-rental-fee waivers or reductions are not-for-profit organizations which are charitable or compatible with the Elkhart County Park and Recreation Board mission statement.
  - B. Requests for facility-rental-fee waivers or reductions must be submitted to the Director in writing. The Director may grant a request, deny a request or refer the request to the Elkhart County Park and Recreation Board for a decision. A denial by the Director may be appealed to the Board.
  - D. Except in extraordinary cases, if a request is granted, the facility rental fee will be reduced by one-half (1/2) since the use of a park facility generally entails the use of park resources and primary staff time that would not otherwise be required.
  - E. An organization may obtain only one discretionary (1) facility-rental-fee waiver or reduction each year.
  - F. A fee waiver or reduction does not apply to the required payment of a security deposit where applicable.

- III. Entrance Fee Waivers. Entrance fees are waived for individuals or organizations that are approved by the Elkhart County Park and Recreation Board as listed on the attached ~~%~~ ~~o~~x Bow County Park Entrance Fee Exemption+sheet.
- IV. Programming Fee Waivers. Organizations qualifying for waiver of programming fees as approved by the Elkhart County Park and Recreation Board are shown under the heads ~~%~~ ~~N~~o Charge+and ~~%~~ ~~R~~eciprocating List+on the attachment entitled ~~%~~ ~~P~~rogramming Fee List . Exemptions.+
- V. Waiver of Other Fees. Other park fees may be waived as approved by the Park Director or the Elkhart County Park and Recreation Board.

Effective Date: September 1, 1989.

Adopted and approved this 28th day of August, 1989.

Revised and Approved on June 10, 2013

## Ox Bow Park Entrance Fee Exemptions

- Valid receipts for daily re-entry
- Elkhart County Park Department staff and spouses
- Elkhart County Park Board
- Friends of the Elkhart County Parks with special pass
- Elkhart County Commissioners and Council members
- Media (TV, Radio, Newspaper, Magazine; with media ID)
- Police vehicles (marked or unmarked; on or off duty)
- Volunteer Firefighter and EMTs/Paramedics in personal vehicles; **only** for Emergencies or inspections
- All School Busses entering for a school function or park interpretive program
- School groups in caravans of private vehicles that have a reservation for a program with the Interpreters
- Contractors doing work for the department or pipeline personnel.
- Volunteers assisting any department staff
- Taxis and Elkhart County Weights & Measures staff **only** during annual meter testing
- Subjects with prepaid passes from Park Administration
- Vehicles from other local Park Departments or Indiana DNR
- Wreckers, locksmiths, taxis or other help summoned to assist a park visitor with a problem (**with Staff knowledge**)
- Independent instructors and vendors while participating in a Park sponsored program/event will be admitted during the duration of the instruction/program/event
- Public Program participants that have already paid a fee for a program, (vehicle fee is charged for free public programs and major Special Events unless waived.)
- Home cross-country team members and event support staff
- Activity member meetings sponsored by the Park Board or staff
- Temporary exemptions approved by Park Administration
- Park related organizational or planning meetings

Revised/Approved June 10, 2013

Share/Policies/Procedures/Fees/Exemptions Ox Bow Park

# Programming Fee List – Exemptions

## **Charge**

Schools (including public, private, parochial, alternative schools, home schools, and schools of higher education such as colleges and universities)  
Churches  
Youth Groups such as Boys & Girls Club, Scout Groups, and 4-H Groups  
Private Camps and Businesses  
Social Clubs (Garden Clubs, Car Clubs, Quilt Clubs, Red Hat, Homemakers, etc)  
Tour Buses  
Nursing Homes/Senior Living Centers  
Programs at Special Events with the exception of reciprocal sites\*  
Preschool/Day Care Centers  
Out-of-County Schools and other groups (extra fees plus mileage) unless listed on reciprocal list

## **No Charge to the following if located within Elkhart County**

Civic organizations (Optimist, Rotary, Kiwanis, Lions, etc.)  
Natural Resource Service Organizations (Conservation Clubs, Land Trusts, Audubon Society, etc.)  
Genealogical and Historical Societies  
Elkhart County Juvenile Detention  
Master Naturalist programs  
Master Gardener programs  
Other Elkhart County Offices/Departments  
Libraries  
Park Marketing Event Booths (including local special events at parks, hospitals, schools, malls, etc.)

## **Reciprocating List\***

City Parks (Bristol, Elkhart, Goshen, Middlebury, Millersburg, Nappanee, New Paris, Syracuse, Wakarusa)  
Environmental Education Facilities (Elkhart Environmental Center, Woodlawn Nature Center, Rieth Interpretive Center, Ethos, Wellfield, Merry Lea)  
Historical Sites & Museums (Michiana area museums, mills, and other historical sites)  
Adjoining County & City Park Systems (LaGrange, St. Joseph, & Kosciusko County Parks)

\*Reciprocating entities are expected to assist Elkhart County Parks with programs, events, materials, or equipment in exchange. This depends upon staff availability and could be limited to several program time slots per year.

Revised and Approved June 10, 2013