



# Non-Profit Organization Eligibility for Discounted Rental Rates for Reservable Spaces

Policy:	013
EFFECTIVE:	October 1, 2023
REVISED:	March 2023
APPROVED:	October 1, 2023
REFERENCE:	500-68

**Purpose:**

The City of Rancho Cucamonga recognizes that non-profit organizations provide vital free and low-cost services to the community while operating with limited and restricted financial resources; and, by their very nature, do not profit from the delivery of these services. Furthermore, non-profit organizations may seek to utilize City owned and operated parks and facilities to deliver these services to the community as a lower cost option. This policy establishes guidelines and procedures to determine a non-profit organizations eligibility for established discounted rental rates for qualifying activities.

**Policy Provisions:**

1. To qualify for discounted rental rates, it must be verified that the applying organization is an official non-profit as determined by the State of California, and the event/activity for which the organization is renting the facility and/or park is an eligible event/activity. Only events/activities that are in support of the organizations mission and serve the residents of Rancho Cucamonga are eligible for discounted rates. Although a non-profit may have been determined to be eligible for discounted fees, each facility rental request submitted by the eligible non-profit organization will be evaluated to determine if the nature of the event/activity qualifies for the discounted rates as specified in the Master Fee and Charge Schedule.
2. All non-profit organizations must submit the following information to the designated Community Services Department staff (e.g. Registration Coordinator) a minimum of twenty-one (21) calendar days in advance of their first rental for which they seek a discounted rate:
  - A completed Non-Profit Eligibility Application including required documentation and a list of the organization’s representatives (staff, board members, etc.) who are authorized to request use of City facilities on behalf of that organization.
  - Current proof of non-profit status by the State of California such as a “Determination Letter.” If the non-profit organization is new and has not yet obtained a Determination Letter, the organization will have six (6) months to obtain a Determination Letter and may be determined to be eligible for discounted rates in the interim. The six-month period will commence on the date that their application was submitted or received by the State of California. However, to validate that the organizations non-profit application is in the process of being considered by the State of California, the organization must submit a copy of that application in lieu of the Determination Letter.
  - A letter describing the event/activity for which the organization is seeking to utilize discounted rates. A letter describing the nature of the event/activity for subsequent rentals may also be required.
3. Applications for non-profit eligibility and subsequent requests for changes to the account, including changes of the organization’s reservation representatives, shall be submitted to the designated Community Services Department Registration/administrative staff. Applications for facility rentals shall be submitted to designated Community Services Department facility reservations/event services staff.
4. Once determined to be eligible for discounted rates, each non-profit organization will be listed in a database that can be viewed but not amended by any City facility coordinator or supervisory staff. This database will be

referenced each time a facility rental request form has been submitted by that organization requesting discounted rates. Only those organizations listed in this database are eligible for the use of City facilities with the discounted rate.

5. The list of eligible non-profit organizations and each organization's file is maintained by the designated Community Services Department staff (e.g. Registration Coordinator) at a central location (e.g. Central Park).
6. If an organization should need to amend their list of representatives who are eligible to reserve City facilities the request must be submitted in writing a minimum of twenty-one (21) calendar days prior to their requested date of facility use. This request should be from the non-profit organization's executive officer, board of directors' chair or secretary, or financial officer (exceptions may apply).
7. All non-profit organizations are to follow all reservation policies and procedures. In addition, all fees must be submitted by the same representative listed on the application and City database listing each organization's approved reservation representatives.
8. Those non-profit organizations that have entered into an formal partnership agreement with the City to offer services to the community may be exempt from this process and fees. For example, those organizations that provide critical services (medical care, drug counseling, food & clothing distribution, etc.) to the community and have been invited by City staff to provide a service at a City facility.
9. All non-profit organizations must reapply by resubmitting the Non-Profit Eligibility Application and be approved once every two years.
10. All non-profit organizations that are not approved or whose events are not eligible for discounted rates will be charged the appropriate fees as specified in the Master Fee and Charge Schedule
11. All organizations must adhere to all City policies and rules governing the use of facilities or may forfeit all future reserved dates and the ability to request for City facilities in the future.