

Port of Hood River

Statement of Policy Regarding Donations & Fee Waivers

Approved by the Board of Commissioners June 1, 2010

The Port of Hood River owns property used for park and recreational purposes. To promote such uses, and to achieve Port goals, the Port may waive or reduce user fees or provide in-kind services for activities held on Port property. This policy describes the criteria for assisting such activities through fee reductions or waivers, or through in-kind services, and expressly prohibits making cash donations.

I. CASH DONATIONS

- Due to statutory limits on the use of public funds, the Port will not make cash donations for any purpose. Bridge tickets are considered the same as cash.

II. FEES WAIVERS/IN-KIND SERVICES

The Port assesses user fees to partially offset the cost of management and maintenance of its public open space, park and recreational sites. Current user fees are described in a Port Commission policy adopted on November 11, 2007. If a public event is proposed to be held on Port property the Port may support the event by waiving or reducing user fees, or by providing in-kind services, if the approval criteria described in "A" below are met.

A. Criteria for Approval

The Port may reduce or waive fees or provide in-kind services to support an activity held on Port property if the activity:

- May result in a direct or indirect economic benefit to the Port, or may increase public awareness and use of Port property for recreational purposes;
- Is carried out by a 501 (C)(3) non-profit organization, a government agency, or a non-profit trade group with an economic development function;
- Will only occur once within a twelve month period;
- Is non-partisan and open to the public, whether a fee is charged or not; and,
- Includes reasonable acknowledgement of Port assistance through letters or e-mails to event participants, public advertising or on signs or banners associated with the event.

B. Approval Authority

- All fee waivers or reductions must be approved by the Port Commission; provided, however, that the executive director is authorized to waive fees for the use of Port property by non-profit groups for youth sports activities.
- In-kind services may be authorized at the discretion of the executive director so long as the aggregate cost of staff and materials does not exceed \$250 for any single activity.