



TOWN OF FAIRFAX

142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930

PHONE (415) 453-1584 / FAX (415) 453-1618

Facility Use Policy for Special Events

Sponsored by the Parks and Recreation Commission

Goal: To provide a wide variety of community recreation activities for Fairfax residents.

Purpose: Define established uses and guidelines for use of Town of Fairfax facilities for Parks and Recreation activities.

Policy: The Parks and Recreation Commission will authorize the use of Town Facilities for the following approved activities.

1. Programs offered through the Fairfax Open Circle Arts and Sports (FOCAS) program.
2. One time community events that provide recreation opportunities to Town residents and are open to the public. All events will be well planned and presented to the Commission (refer to Appendix A) and an admission fee will be charged. Depending on the level of expenses, between 30-50% of the event's final net profit will be paid to the Town of Fairfax. The percentage split will be agreed upon in advance between the Parks and Recreation Commission and the event organizers, based on the projected budget submitted for the event. One or more member of the Parks and Recreation Commission will work with the event organizers to assure the event is successfully planned and executed according to established guidelines.
3. Nonprofit organizations and/or Fairfax residents providing recreation events within Fairfax, which are open to the public and planned to be fundraising activities for established charities. Event organizers will submit their request through the Parks and Recreation Commission, for approval following guidelines outlined in Appendix A. One or more member of the Parks and Recreation Commission will work with the event organizers to assure the event is successfully planned and executed according to established guidelines.

Facilities: Facility scheduling will be coordinated through the Town staff, either by the FOCAS coordinator or a member of the Parks and Recreation Commission. Town facilities may be used for more than one purpose each day, as long as the facility is cleaned and tables/chairs set up exactly as required by the Town prior to vacating the space.

Reports/Communications: The Parks and Recreation Commission shall provide a summary listing of all events/activities and the financial breakdown to the Town Council on a quarterly basis.

Attachments

Appendix A: Event Proposal Application



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Event Proposal Application: Appendix A

To be used in application for PARC sponsorship of your event which may include a waiver of fees to use town facilities. Applications must be received at least two months before the date of the event and be delivered to the PARC chair, or Town Hall, by the 2nd Thursday of the month. You must attend the PARC meeting in which your event has been placed on the agenda to give a brief presentation and answer any questions. PARC meetings are normally on the 3rd Wednesday of each month.

Title/Name of your event: _____

Proposed date: _____

Proposed location: _____

Name of PARC Commissioner sponsor: _____

The purpose and/or goal of your event: _____

Event organizers (List name, profession if applicable, email, and phone number): _____

Target audience: _____ Admission fee: _____

Budget Details:

Projected Expenses	Projected Revenue	Profit

What percentage of net revenue will go to the Town of Fairfax (minimum 30%)? _____

How will security be provided? _____

Will portable toilets be needed? _____

How will our event be promoted? _____

Who will design and distribute your promotional materials? (*NOTE – All promotional materials*

must include the statement, "Sponsored by Fairfax Parks & Recreation Commission.") _____

Who will remove posted promotional materials and by what date? _____

Who is responsible for cleanup (include email and phone #)? _____

Within one month of your event, please provide a written summary of the: number of participants, summary of expenses & revenues, and a copy of promotional materials.

I will deliver this report to the Parks and Recreation Commission by _____ (date).

Your Signature

Date

Your Name (Printed)

Phone Number