



Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles
by providing safe parks and innovative and fun
recreation programs for all residents.

BOARD OF DIRECTORS

Rita Fryar
Thomas Judt
Nicole Person
Olivia Ruiz
Ward Stewart

**INTERIM
GENERAL MANAGER**
Pamela Sloan

Policies and Personnel Committee Agenda

Directors: Ruiz and Stewart

Tuesday, June 23, 2026

Administrative Office – Board Room, 401 Amador Street, Vallejo, CA 94590

4:00 p.m.

This committee shall study and recommend compensation and welfare of District staff. This committee shall include a meet and confer with the General Manager regarding the terms and conditions of the General Manager's employment by the district. This committee shall review the functions of District staff and other policies not assigned to other committees.

1. Public Comment:

Members of the public may speak on any item within the jurisdiction of the committee. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

2. Discussion Items:

2.1 Discuss Policy Review Schedule for External Audit

2.2 Discuss July Policies and Personnel Committee meeting date

2.3 Policy 3074 – Fee Waiver for Community Organizations
(Ryans)

3. Meeting Adjourn:

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Fee Waiver for Community Organizations
POLICY NUMBER: 3074

PURPOSE

The purpose of this policy is to establish fiscally responsible and equitable guidelines for evaluating and approving requests for the reduction or waiver of fees associated with the use of Greater Vallejo Recreation District (GVRD) facilities, parks, and services.

This policy supports partnerships and community-based programming while ensuring responsible stewardship of District resources, facilities, and public funds.

POLICY

GVRD recognizes the value of collaborating with community organizations, non-profits, and public agencies to provide programs and services that benefit residents of the City of Vallejo.

Fees for facility use, permits, and services are established to recover operational costs. Fee waivers may be granted when the proposed use demonstrates a clear community benefit and aligns with the District's mission, vision, and strategic priorities.

All facility use remains subject to availability and shall not supersede District programs, services, or prior commitments.

APPROVAL AUTHORITY

General Manager Authority:

The General Manager is authorized to approve fee waivers up to 50% of eligible fees.

Board of Directors Authority: Any request exceeding 50%, including 100% fee waivers, must be approved by a majority vote of the Board of Directors.

This policy supports partnerships and community-based programming while ensuring responsible stewardship of District resources, facilities, and public funds .

ELIGIBILITY

Fee waivers may be considered for organizations or events that meet one or more of the following:

1. Non-Profit Organizations (501(c)(3)) serving the Vallejo community
2. Government Agencies providing services aligned with public benefit
3. Official GVRD Partners or Co-Sponsored Events

4. Community-Based Organizations demonstrating measurable community impact

To qualify, the event/program must:

- Be open to the public
- Provide a direct benefit to Vallejo residents
- Align with GVRD's mission and program goals
- No conflict with existing District operations

ELIGIBLE AND NON-ELIGIBLE FEES

Fees Eligible for Waiver:

- Facility rental fees
- Application and administrative fees
- Permit fees

Fees NOT Eligible for Waiver:

- Staffing and labor costs (including overtime)
- Security services
- Utilities and maintenance costs
- Custodial and setup/breakdown costs
- Deposits and damage fees
- Insurance, permits, or regulatory fees

INELIGIBLE USES

Fee waivers will not be granted for:

- Private parties or social gatherings
- Commercial or for-profit events
- Events not open to the public
- Political or campaign-related activities
- Religious services
- Events that do not demonstrate community benefit
- Organizations not in good standing with GVRD

APPLICATION & REVIEW PROCESS

Application Requirements:

Applicants must submit:

- Completed facility reservation and fee waiver request
- Proof of nonprofit or organizational status (if applicable)
- Event description and community impact statement
- Budget and financial need justification
- Insurance documentation

Applications must be submitted by an authorized representative.

BOARD PRESENTATION PROCESS & REQUIREMENTS

A formal presentation to the Board of Directors is required for any fee waiver request exceeding the General Manager's authority.

Submission Timeline:

- Requests must be submitted no less than 45 days prior to the event date(s)

Required Documentation:

- Formal letter on organizational letterhead including:
 - Organization overview and leadership
 - Event description
 - Community benefit/impact
 - Total requested fee waiver amount (facility, staffing, etc.)

Eligibility Guidelines:

- Organizations may not have received a fee waiver within the same fiscal year
- Limited to two (2) fee waivers per fiscal year, or totaling no more than \$5,000.

Board Meeting Expectations:

- Presentation must not exceed 15 minutes total, including:
 - Presentation
 - Board questions
 - Public comment

REVIEW CRITERIA

Requests will be evaluated based on:

Community Benefit

- Demonstrated impact to Vallejo residents
- Accessibility and inclusivity of event

Organizational Capacity

- Experience hosting similar events
- Financial need and sustainability

Program Alignment

- Alignment with GVRD goals and services
- Unique or supplemental benefit to existing programming

Operational Impact

- Level of impact on District facilities and staffing
- Ability to offset costs through volunteers or partnerships

MARKETING & SPONSORSHIP REQUIREMENTS

As a condition of any approved fee waiver:

- GVRD must be listed as a sponsor on all marketing materials
- The District's official logo must be included

- Branding guidelines will be provided upon approval

POST-EVENT REQUIREMENTS

Within 45 days of the event, recipients must submit:

- Attendance numbers
- Summary of event outcomes
- Financial summary (if applicable)
- Description of community impact

Failure to comply may result in denial of future requests.

ENFORCEMENT

Failure to adhere to this policy, including cancellation timelines or misrepresentation of information, may result in:

- Denial of current or future fee waivers
- Suspension of facility use privileges

DRAFT