

POLICY #340

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA

POLICY GOVERNING REQUESTS FOR REDUCED FEES DUE TO HARDSHIP AND/OR INABILITY TO PAY

REFERENCE:

Cottonwood Heights Parks & Recreation Service Area Foundation Scholarship or Foundation Criteria.

PURPOSE:

The purpose of this policy is to clearly define the guidelines and procedures for reduced program fees.

SECTION I: DEFINITIONS

Service Area – Special taxing district governed by an elected Board of Trustees. Also known as Cottonwood Heights Parks & Recreation Service Area

Service Area Programs – Programs and activities administered by Cottonwood Heights Parks & Recreation Service Area

Community Based Programs – Not for profit public recreation programs located within the Service Area. E.g. football, soccer, baseball, La cross, etc.

SECTION II: POLICY

1.0 Reduced fees for memberships and programs

1.1 Reduced fees for memberships, lessons, registration for sports groups, assistance in competitions and other similar assistances may be given to individuals in hardship.

1.2 The Service Area will use guidelines from the following to consider those individuals or families for reduced fees due to hardship and/or inability to pay:

1.2.1 Qualify for Supplemental Security Income

1.2.2 Qualify for free or reduced school lunches

1.2.3 Qualify for food stamps

- 1.2.4 Qualify for certain other social benefits (submit details for consideration)
- 1.2.5 Current tax records.
- 1.3 In the absence of any of the criteria listed in 1.2, a letter of application justifying the necessity for financial assistance and proof of financial need must be submitted.
- 1.4 Resident families of the Service Area are eligible to apply for reduced fees.
- 1.5 Non-resident families may apply for reduced fees through the Cottonwood Heights Parks & Recreation Service Area Foundation as per foundation guidelines.
- 1.6 The request for reduced fees must be for activities offered by Cottonwood Heights Parks and Recreation Service Area.
- 1.7 Requests for reduced fees for Community Based Programs must be made through the Cottonwood Heights Parks & Recreation Service Area Foundation.

SECTION III: PROCEDURE

- 1.0 Requests for reduced fee memberships and programs
 - 1.1 All requests for reduction in fees must be approved by the Director or Board of Trustees.
 - 1.2 Reduced fees may be awarded to eligible applicants either in whole or in part of what is requested.
 - 1.3 The reduced fees will be valid for a time period specified by the Service Area. Following the end of the specified time period, all requests for renewal of the reduced fees must be processed through reapplication.

APPROVED AND PASSED THIS _____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Mike Peterson, Director

BOARD OF TRUSTEES

By: _____

E. Bart Hopkin, Chairman