

City of North Port
Summary of the FY 2020-2021 Proposed Fee Changes

Department	Current	Proposed	Reason/Explanation for Change
D. Building Fees			
Refunds			
No refund on any fee < \$100.00. Refunds will be based on actual costs incurred.			Commission directive.
All refunds will be @ 50% or less of the amount greater than \$100.00 or as determined by the building official or his designee.			Commission directive.
BUILDING GENERAL FUND			
Permit			
Right-of-Way Use Permit	\$50.00		Duplication; this fee belongs in the Public Works fee schedule.
Refunds			
No refund on any fee < \$100.00. Refunds will be based on actual costs incurred.			Commission directive.
All Refunds will be @ 50% or less of the amount greater than \$100.00 or as determined by the Building Official or his designee.			Commission directive.
E. Fire Rescue District			
Fire Plans & Specialty Reviews			
Fire sprinkler system -- 13 & 13R	\$125.00 (up to 3 floors or 15,000 square feet max)*	<u>\$125.00 up to 3 floors or 15,000 square feet max, plus \$50.00 per additional floor or 5,000 square feet</u>	Analysis and comparison to local market fee rates.
Fire pump & standpipe	\$50.00	<u>\$75.00</u>	Analysis and comparison to local market fee rates.
Fire alarm	\$75.00 (up to 3 floors or 15,000 square feet max)*	<u>\$75.00 up to 3 floors or 15,000 square feet max, plus \$50.00 per additional floor or 5,000 square feet</u>	Analysis and comparison to local market fee rates.
Miscellaneous reviews - gates/access/other	\$50.00	<u>\$75.00</u>	Analysis and comparison to local market fee rates.
LPG/fuel tanks/hazardous storage tanks	\$25.00	<u>\$50.00</u>	Analysis and comparison to local market fee rates.
Fireworks display – review & permit	\$50.00	<u>\$100.00</u>	Analysis and comparison to local market fee rates.
*= up to and including three floors or 15,000 square feet on one floor, then \$25 additional per floor or 3,000 square feet.			Added additional fee to the proposed fees above.
<u>Emergency power system</u>		<u>\$75.00</u>	Services for which there is no current fee structure
<u>Change of use/tenant/owner certificate of occupancy</u>		<u>\$75.00</u>	Services for which there is no current fee structure
<u>Expired permit renewal fee :</u>		<u>\$75.00</u>	Services for which there is no current fee structure
<u>Second and subsequent renewals</u>		<u>\$100.00</u>	Services for which there is no current fee structure
Fire Inspections			
Fire sprinkler systems – one pressure test and one final	\$125.00 (up to 3 floors or 15,000 square feet max)*	<u>\$125.00 up to 3 floors or 15,000 square feet max, plus \$50.00 per additional floor or 5,000 square feet</u>	Analysis and comparison to local market fee rates.
Fire alarm acceptance test	\$125.00 (up to 3 floors or 15,000 square feet max)*	<u>\$125.00 up to 3 floors or 15,000 square feet max, plus \$50.00 per additional floor or 5,000 square feet</u>	Analysis and comparison to local market fee rates.
*= up to and including three floors or 15,000 square feet on one floor, then \$25 additional per floor or 3,000 square feet.			
<u>Commercial hood/duct light test/rough/duct insulation inspections</u>		<u>\$75.00</u>	Services for which there is no current fee structure
<u>Emergency power system final inspection and acceptance test</u>		<u>\$75.00</u>	Services for which there is no current fee structure
<u>Temporary certificate of occupancy</u>		<u>\$75.00</u>	Services for which there is no current fee structure
Fire and EMS Standby*			
Manager/Captain/Battalion/Division/District			clarification
Ambulance	\$41.00 (2017 FEMA Rates; fees subject to change based on FEMA rate schedule.)	<u>\$41.00 per hour (2019 FEMA Rates; fees subject to change based on FEMA rate schedule.)</u>	Update to 2019 FEMA rates.

Department	Current	Proposed	Reason/Explanation for Change
Fire truck/1250 pump with rescue equipment	\$93.00 (2017 FEMA Rates; fees subject to change based on FEMA rate schedule.)	\$96.00 per hour (2019 FEMA Rates; fees subject to change based on FEMA rate schedule.)	Update to 2019 FEMA rates.
Aerial truck 75 quint	\$117.00 (2017 FEMA Rates; fees subject to change based on FEMA rate schedule.)	\$121.00 per hour (2019 FEMA Rates; fees subject to change based on FEMA rate schedule.)	Update to 2019 FEMA rates.

F. POLICE

Officer	\$41 per hour per officer	\$41 per hour per officer, plus service fees as established by the contract with the scheduling vendor	The fee service is for an outside vendor that provides software to the agency that assigns and schedules officers and provides invoice and billing to the person or entity requesting services.
Supervisor	\$48 per hour per supervisor	\$48 per hour per supervisor, plus service fees as established by the contract with the scheduling vendor	The fee service is for an outside vendor that provides software to the agency that assigns and schedules officers and provides invoice and billing to the person or entity requesting services.
Manager	\$54 per hour per manager	\$54 per hour per manager, plus service fees as established by the contract with the scheduling vendor	The fee service is for an outside vendor that provides software to the agency that assigns and schedules officers and provides invoice and billing to the person or entity requesting services.

Premium rates for extra duty

Officer	\$60 per hour per officer
Supervisor	\$70 per hour per supervisor
Commander	\$80 per hour per commander

Premium rates apply to:

Requests for extra duty with three (3) business days or less notice prior to the requested date(s)

Christmas Eve and Christmas Day

Super Bowl Sunday

New Year's Eve

Thanksgiving Day and the day after

Easter Sunday

Independence Day

By charging the higher rates to the vendor for last minute requests and selected holidays, the department will be able to reasonably accommodate the vendor requests by officers willing to be compensated at a higher rate.

G. PARKS AND RECREATION FEES

Recreation/Athletic Programs

Aquatics, recreation classes/instruction

To specify Aquatic classes are included.

Aquatics and/or specialty summer camp

To allow for Aquatic camps.

Summer Camp early care

To apply to other camp programs.

Summer Camp after care

To apply to other camp programs.

Summer Camp late pick up

To apply to other camp programs.

A discount of up to 10% will be granted when: 10 weeks of summer camp are paid in full prior to June 1.

Deletions needed since option b is no longer applicable.

a) 10 weeks of summer camp are paid in full prior to June 1; or

Deletions needed since option b is no longer applicable.

b) a multi-session class of one month is paid in full in advance of the start of the class.

No longer applicable.

City Organized Special Events/Activities

Parade entry (excluding local government, active military and non-profit agencies with proof of a 501(c)(3) status)

Added for clarification.

Parade entry for local government, active military and non-profit agencies with proof of a 501(c)(3) status

Added for clarification.

Festival booth-government & non-profit (with proof of a 501(c)(3) status)-no sales/food

Added for clarification.

Festival - Merchandise booth - signature event (planned for over 1,000 attendees)

Added for clarification.

\$50.00

\$50.00 per space

Added for clarification.

Department	Current	Proposed	Reason/Explanation for Change
<u>Merchandise booth - non-profit agencies with proof of 501(c)(3) status - signature event (planned for over 1,000 attendees)</u>		\$25.00 per space	New booth option; allows non-profit to sell merchandise.
Festival- Merchandise booth - community event (planned for under 1,000 attendees)	\$25.00-	\$25.00 per space	Added for clarification.
<u>Merchandise booth - non-profit agencies with proof of 501(c)(3) status - community event (planned for under 1,000 attendees)</u>		\$12.50 per space	New booth option; allows non-profit to sell merchandise.
Food vendor - signature event (planned for over 1,000 attendees)	\$100.00-	\$100.00 per space	Added for clarification.
Food vendor- non-profit agencies with proof of a 501(c)(3) status - signature event (planned for over 1,000 attendees)	\$50.00-	\$50.00 per space	Added for clarification.
Food vendor - community event (planned for 500 - 999 attendees)	\$50.00-	\$50.00 per space	Added for clarification.
Food vendor- non-profit agencies with proof of a 501(c)(3) status- community event (500 - 999 attendees)	\$25.00-	\$25.00 per space	Added for clarification.
Food vendor - community event (under 500 attendees)	\$25.00-	\$25.00 per space	Added for clarification.
Food vendor- non-profit agencies with proof of a 501(c)(3) status - community event (under 500 attendees)	\$12.50-	\$12.50 per space	Added for clarification.
Membership and Programs Refund Policy:			
(2) If a participant requests to cancel a registration for a membership, activity or program due to injury, family hardship, relocation or schedule change which would prohibit participation, or if a participant presents a written recommendation from a doctor indicating that the individual should withdraw from an activity or program, a refund will be processed minus a \$25- cancellation fee of either \$25 or 50% of the fee paid, whichever is less. The City Manager has the discretion to approve a waiver of the cancellation fee.			To account for program fees that are less than \$25
Summer Camp Refund Policy:			
Refunds for summer camp will be considered provided the request is received prior to June 1 fourteen (14) days prior to the first day of the first week of camp, minus a \$25 cancellation fee. Pro-rated refunds for medical reasons will be considered based on the date the request is received if accompanied by written documentation from a doctor indicating that the individual should withdraw from the program. is unable to participate in			June 1 was approximately 14 days prior to camp start; however, the school year calendar has changed. This wording provides the same timeframe but is flexible to meet changing camp start dates.
North Port Aquatic Center Admission Fees:			
****Group purchases must be made at least 48 72 hours in advance via one lump sum payment; purchaser must show proof of residency to qualify for resident rate.			Modification to support scheduling of multiple large group reservations; to accommodate pre-payment restrictions.
North Port Aquatic Center Admission Policies:			
All patrons that who enter the facility will be required to pay the appropriate admission fees, even if primary role of the visit is that of a guardian of another patron, unless the patron is a parent or guardian of a child enrolled in an instructional class during the scheduled class. Proof of age, residency and military status may be required.			To allow parents and guardians to watch swim lessons and similar instructional classes without being required to pay admission.
No refunds/rain checks. Rainchecks will be provided for patrons who experience a closure due to pool fouling or inclement weather if they have been at the facility for less than two hours and the closure is expected to last more than one hour. Receipt of purchase required. Raincheck will be valid for six months of the date of closure.			To provide rainchecks as applicable.
North Port Aquatic Center Programs Refund Policy:			
Full or prorated refunds may be approved:			
(1) If the city cancels an activity or program due to insufficient enrollment, instructor hardship, facility under repair or inclement weather, a full refund will be processed.			Clarification - consistent with Community Center activity and program refund wording.
(2) If a participant requests to cancel a registration for an activity or program due to injury, family hardship, relocation or schedule change which would prohibit participation, or if a participant presents a written recommendation from a doctor indicating that the individual should withdraw from an activity or program, a refund will be processed minus a cancellation fee of either \$25 or 50% of the fee paid, whichever is less. The city manager has the discretion to approve a waiver of the cancellation fee.			Clarification - consistent with AA memberships.
Camp Refund Policy:			
Refunds for camp will be considered provided the request is received fourteen (14) days prior to the first day of the first week of camp, minus a \$25 cancellation fee. Pro-rated refunds for medical reasons will be considered based on the date the request is received if accompanied by written documentation from a doctor indicating that the individual is unable to participate in the program.			Clarification - consistent with AA memberships.
Installment Billing Termination:			
Termination of a recurring payment authorization for a pass requires notification fifteen (15) days prior to the next billing date.			Clarification - consistent with AA memberships.
Two (2) membership pass promotions may be scheduled annually at the city manager's discretion.			Clarification - consistent with AA memberships.

Department	Current	Proposed	Reason/Explanation for Change
H. FACILITY RENTAL FEES			
Achieve anything membership - facility rentals (<u>Annual Membership</u>)			Clarification
Family Service Centers:			
Meeting room A:- (capacity - 45)	\$30.00-	<u>\$30.00 per hour</u>	Clarification
George Mullen Activity Center:			
Gymnasium			
Full: (capacity - 449 / sq. ft. - 6,834)	\$80.00-	<u>\$80.00 per hour</u>	Clarification
One-half (1/2) w/ stage:- (capacity - 225)	\$50.00-	<u>\$50.00 per hour</u>	Clarification
One-half (1/2): (capacity - 224 / sq. ft. - 3,417)	\$40.00-	<u>\$40.00 per hour</u>	Clarification
<u>Lobby for sales/concessions (only available with full gym rental and outside of standard operating hours)</u>		<u>\$10.00 per hour</u>	New after hours rental option.
Arts & crafts room:- (capacity - 26 / sq. ft. - 345)	\$25.00-	<u>\$25.00 per hour</u>	Clarification
Meeting room C: (capacity - 31 / sq. ft. - 414)	\$25.00-	<u>\$25.00 per hour</u>	Clarification
Meeting room D: (capacity - 31 / sq. ft. - 414)	\$25.00-	<u>\$25.00 per hour</u>	Clarification
Meeting room C/D:- (capacity - 62 / sq. ft. - 828)	\$35.00-	<u>\$35.00 per hour</u>	Clarification
Kitchen: (sq. ft. - 125)	\$15.00-	<u>\$15.00 per hour</u>	Clarification
Scout House: (capacity - 120 / sq. ft. -2,400)			
All others	\$50.00-	<u>\$50.00 per hour</u>	Clarification
Community Educational Centers:			
Christenson room: (capacity - 45 / sq. ft. - 775)	\$30.00-	<u>\$30.00 per hour</u>	Clarification
Peterson room: (capacity - 145 / sq. ft. - 2,400)	\$60.00-	<u>\$60.00 per hour</u>	Clarification
Kitchen: (sq. ft. - 465)	\$15.00-	<u>\$15.00 per hour</u>	Clarification
Morgan Family Community Centers:			
Gymnasium - full court: (capacity - 780 / sq. ft. - 11,748)	\$100.00-	<u>\$100.00 per hour</u>	Clarification
Gymnasium - half (1/2) court: (capacity - 390 / sq. ft. 5,874)	\$75.00-	<u>\$75.00 per hour</u>	Clarification
Multi-purpose room - full room reservation with kitchen: (capacity - 210 / sq. ft. - 3,150)	\$85.00-	<u>\$85.00 per hour</u>	Clarification
<u>Lobby for sales/concessions (only available with full gym rental and outside of standard operating hours)</u>		<u>\$15.00 per hour</u>	New after hours rental option.
Multi-purpose room - one-half (1/2): (capacity - 105 / sq. ft. - 1,575)	\$50.00-	<u>\$50.00 per hour</u>	Clarification
Multi-purpose room - one-half (1/2) with kitchen: (capacity - 105 / sq. ft. - 1,575)	\$60.00-	<u>\$60.00 per hour</u>	Clarification
Meeting room 136 or 139 - full: (capacity - 74 / sq. ft. - 1,546)	\$50.00-	<u>\$50.00 per hour</u>	Clarification
Meeting room 136 or 139 - one-half (1/2): (capacity - 37 / sq. ft. - 773)	\$30.00-	<u>\$30.00 per hour</u>	Clarification
Conference room 115: (capacity - 35 / sq. ft. - 750)	\$30.00-	<u>\$30.00 per hour</u>	Clarification
Arts & crafts room: (capacity - 37 / sq. ft. - 764)	\$30.00-	<u>\$30.00 per hour</u>	Clarification
Dance room: (capacity - 58 / sq. ft. - 880)	\$35.00-	<u>\$35.00 per hour</u>	Clarification
Set Up Charges (Labor Only):			
Stage (<u>interior use only</u>)			Added for clarification.
Staff time (per employee per hour for set up, tear down and/or technology support outside of regular operating hours)	\$30.00-	<u>\$30.00 per staff per hour</u>	Clarification
Park Rental (Exclusive Use):			
City center - front green	\$40.00-	<u>\$40.00 per hour</u>	Clarification
City center - rear courtyard	\$30.00-	<u>\$30.00 per hour</u>	Clarification
Skate park	\$50.00-	<u>\$50.00 per hour</u>	Clarification
The Canine Club (paw park)	\$50.00-	<u>\$50.00 per hour</u>	Clarification
Outdoor athletic courts/ fields (per court)	\$15.00 per court- per field per hour	<u>\$15.00 per hour per court</u>	Removed "fields" as the fields are covered below.
Field prep/lining - Dallas White softball field	\$25.00 per field		Removed as these fees are included in the new Sport Field Rental Fee Section.
Field lightings - Dallas White softball field	\$10.00 per hour		Removed as these fees are included in the new Sport Field Rental Fee Section.
Sport Field Rentals - Practice / Standard Use			
<u>Youth league and all stars</u>		<u>\$2.00 per hour per field</u>	
<u>Sarasota County School Board</u>		<u>\$2.00 per hour per field</u>	
<u>Other school groups (private/home/other county)</u>		<u>\$5.00 per hour per field</u>	
<u>Adult league</u>		<u>\$10.25 per hour per field</u>	
<u>Private groups/amateur youth athletic groups (i.e. AAU, YMCA, travel teams)</u>		<u>\$5.00 per hour per field</u>	
<u>General public including camps, and clinics outside of league (non-profit) season</u>		<u>\$16.50 per hour per field</u>	

Department	Current	Proposed	Reason/Explanation for Change
Sport Field Rentals for Tournaments			
Youth tournament - half day (less than 5 hours)		<u>\$50.00 per half day per field</u>	
Youth tournament - full day (5 hours or more)		<u>\$75.00 per full day per field</u>	
Adult tournament - half day (less than 5 hours)		<u>\$75.00 per half day per field</u>	
Adult tournament - full day (5 hours or more)		<u>\$100.00 per full day per field</u>	
Sport Field Light Use Fees			
Youth league		<u>\$10.00 per hour per field</u>	
Adult league		<u>\$20.00 per hour per field</u>	
Tournament		<u>\$20.00 per hour per field</u>	
Myakkahatchee Creek Environmental Park Rental Fees			
Primitive campground - youth groups		<u>\$2.00 per person - \$12.00 minimum</u>	
Primitive campground - all other campers		<u>\$5.00 per person - \$10.00 minimum per reservation</u>	
Open space locations at Butler Park, Dallas White Park, and Garden of the Five Senses and Myakkahatchee Creek Environmental Park			Added environmental park.
North Port Aquatic Center Facility Rental Outside of Standard Operating Hours *			
Dive well	\$80.00	<u>\$80.00 per hour</u>	Clarification
Pavilion, Splash Pad (max. 50 swimmers)		<u>\$175.00 per hour</u>	New rental option.
Pavilion, Splash Pad, Lazy River (not including slides or stretch pool) (max. 300 swimmers)	\$250.00	<u>\$250.00 per hour</u>	Added for clarification.
Pavilion, Splash Pad, Lazy River + 1 slide (not including bowl slide or stretch pool) (max. 300 swimmers)	\$275.00	<u>\$275.00 per hour</u>	Added for clarification.
Pavilion, Splash Pad, Lazy River + 2 slides (not including bowl slide or stretch pool) (max. 300 swimmers)	\$325.00	<u>\$325.00 per hour</u>	Added for clarification.
Pavilion, Splash Pad, Lazy River and all slides (not including stretch pool) (max. 300 swimmers)	\$450.00	<u>\$450.00 per hour</u>	Added for clarification.
Full facility (max. 632 patrons)	\$600.00	<u>\$600.00 per hour</u>	Added for clarification.
North Port Aquatic Center Facility Rental During Standard Operating Hours (fees do not include admission) *			
Dive well	\$35.00	<u>\$35.00 per hour</u>	Clarification
Pavilion - one-half (1/2)		<u>\$20.00 per hour</u>	New rental option.
Pavilion - full	\$35.00	<u>\$35.00 per hour</u>	Clarification
Lane rental - adult team per lane	\$10.00	<u>\$10.00 per hour</u>	Clarification
Lane rental - youth team per lane	\$8.00	<u>\$8.00 per hour</u>	Clarification
Pavilions and Gazebos			
Community Education Center gazebo	\$15.00	<u>\$15.00 per hour</u>	Clarification
Resident:			
Picnic pavilions small/gazebo - (15 people or less) - Hope, LaBrea, Pine and Butler Parks	\$5.00	<u>\$5.00 per hour</u>	Clarification
Picnic pavilions medium - (25 people or less) - Highland Ridge, Blue Ridge, Kirk, and McKibben and Myakkahatchee Creek Environmental Parks	\$10.00	<u>\$10.00 per hour</u>	Clarification
Picnic pavilions large - (50 people or less) - Dallas White and Atwater Parks	\$15.00	<u>\$15.00 per hour</u>	Clarification
Non-Resident:			
Picnic pavilions small/gazebo - (15 people or less) - Hope, LaBrea, Pine and Butler Parks	\$15.00	<u>\$15.00 per hour</u>	Clarification
Picnic pavilions medium - (25 people or less) - Highland Ridge, Blue Ridge, Kirk, and McKibben and Myakkahatchee Creek Environmental Parks	\$20.00	<u>\$20.00 per hour</u>	Clarification
Picnic pavilions large - (50 people or less) - Dallas White and Atwater Parks	\$25.00	<u>\$25.00 per hour</u>	Clarification
Refunds			
Notice of cancellation of rental must be submitted in writing <u>fourteen (14) days</u> prior to the event in order to receive a refund of the rental fee. A \$25 cancellation fee will be deducted from any applicable rental fee. A refund will be processed minus a cancellation fee of either \$25 or 50% of the fee paid, whichever is less. Requests for refunds due to qualifying situations received less than 14 days prior to the event may be approved by the City Manager <u>city manager</u> .			To account for rental fees that are less than \$25.

Department	Current	Proposed	Reason/Explanation for Change
I. Solid Waste District Fees			
Special Waste Fees			
<u>Additional tote swap after initial selection (one per residence per year)</u>		<u>\$30.00</u>	Since the inception of our new recycling program, we have been averaging 1,742 resident container swap-outs a year. With travel incurred and being an unfunded cost, we would like to add a fee for delivery and administration. The fee would be initiated after the resident received their selected totes and used one swap.
<u>Solid waste initiation fee</u>	\$100.00	<u>\$200.00</u>	Per City Code, Chapter 62 - Solid Waste, Article III-Collection, Section 62-48(h), a service initiation fee is charged to all newly constructed single and multifamily residential structures utilizing an automated garbage container. This fee was established in 2004 when only one (1) automated tote was used for garbage. Now that there are three (3) automated totes used, two (2) for recycling, this fee needs to be increased. The fee covers the cost of the three totes, delivery and administrative costs.
Commercial Rates			
Recycling:			
Two 18 44-gallon containers:			
<u>35 32-gallon container:</u>			Update size
One <u>35 32-gallon</u> container for commingle, collected once per week			Update size
One <u>35 32-gallon</u> container for paper and cardboard, collected once per week			Update size
One <u>35 32-gallon</u> container for commingle, collected every other week			Update size
One <u>35 32-gallon</u> container for paper and cardboard, collected every other week			Update size
One <u>35 32-gallon</u> container, one for commingle or one for paper collected once per month			Update size
Garbage Monthly Fees			
<u>35 32-gallon</u> container collected once per week			Update size
<u>65 68-gallon</u> container collected once per week			Update size
<u>Temporary Dumpster Rental</u>			
<u>Long term rental (6 months or longer)</u>		<u>\$15.00 per month</u>	This is a new fee for residents that need a longer term rental.
Event Garbage and Recycling Service			
<u>35 32-gallon</u> recycling containers			Update size
<u>35 32-gallon</u> garbage totes			Update size
Additional Charges			
Pull-out		<u>\$25.00 (per month)</u>	Added (per month) for clarification.
Open gate/unlock/prep container		<u>\$10.00 (per month)</u>	Added (per month) for clarification.
<u>Commercial bulk</u> (minimum fee is 1 cubic yard)			Added <u>Commercial</u> to clarify it as a commercial bulk fee.
<u>Reinstatement of commercial service fee</u>		<u>\$25.00</u>	New fee to reestablish commercial services after services have been terminated.
<u>Delinquency processing fee</u> (charged when customer fails to make payment in full 14 days after bill due date)		<u>\$20.00 per month</u>	This is a current fee, but is only reflected in the Utilities Fees section of the City-wide Fee Ordinance because Utilities does the billing for commercial solid waste collection. It is being placed in the Solid Waste section for clarity.
<u>Commercial late payment fee</u>		<u>1% of unpaid balance plus \$5.00</u>	This is a current fee, but is only reflected in the Utilities Fees section of the City-wide Fee Ordinance because Utilities does the billing for commercial solid waste collection. It is being placed in the Solid Waste section for clarity.

Department	Current	Proposed	Reason/Explanation for Change
K. ROAD AND DRAINAGE FEES Property rental fee for 5601 S. Sumter Boulevard			
<u>Discounted fee of 50% applies for non-profit providing proof of 501(c)(3) status. Achieve Anything membership does not apply.</u>		<u>\$30.00 per hour</u>	This is a new fee. A vendor requested to rent this property every Saturday for a craft fair/market.
<u>Refunds: Notice of cancellation of rental must be submitted in writing fourteen (14) days prior to the event in order to receive a refund of rental fee. A refund will be processed, minus a cancellation fee of either \$25.00 or 50% of the fee paid, whichever is less. Requests for refunds due to qualifying situations received less than fourteen (14) days prior to the event may be approved by the city manager.</u>			
<u>Property rental security pre-paid deposit: A refund of the security deposit will be issued after the event if the venue is cleaned without damage.</u>		<u>\$100.00 or 25% of the total rental, whichever is greater.</u>	This is a new fee. A vendor requested to rent this property every Saturday for a craft fair/market.