Parks and Recreation Program Fee Policy

A. Purpose

The purpose of this policy is to outline and define recreational program fees. The Parks and Recreation Department offers many diverse recreational programs for all ages, and for both residents and non-residents of the City of Saco. These programs are offered in safe, clean, and supervised environments that foster community spirit and character strength building for our youth. The following policy changes are intended to have fees pay for the cost of programs.

B. Fee Waivers

There will be no waiver of any fees for programs costing $50.00 or less, scholarships may be applied for if available.

1. The Fee Waiver program is available only to residents of the City of Saco. Proof of residency of the parent or guardian applying for the waiver must be confirmed.

2. If the candidate for fee waiver or scholarship can produce information relating to either a financial hardship or extenuating circumstance pertaining to their ability to pay the appropriate fees, the Department of Parks and Recreation may grant a hardship waiver.

3. All Fee waivers will be based on wage earnings from the “Sliding Scale for Entitlements” using figures released in the current Maine State Maximum Poverty Guidelines as promulgated by the US Dept. of Health & Human Services.

4. Fee waivers or scholarships may be obtained by completing the current Parks & Recreation Financial Assistance Application, providing a copy of current year’s State or Federal Income Tax Return, and any other required back up documentation.

5. The total amount of fee waivers shall not exceed 6% of the Parks & Recreation Departments budgeted revenues for the fiscal year. Half of this amount shall be reserved for programs running during the school year with the other half being reserved for programs running in the summer.

6. There will be scholarship funding, if available, for any interested parties. The Parks and Recreation Department in the past has solicited funding for scholarships from private organizations to help those whose financial needs are not met by the fee waiver policy.

7. Any individual may apply for scholarship funding, if available.
8. Application for scholarships may be made if the individual is already receiving a fee waiver.

9. All scholarships will be awarded based on financial need first.

10. Contractual programs are not eligible for the Fee Waiver Program.

C. Any individual applying for and receiving an approved financial assistance plan from the Department who does not use at least 50% of that awarded waiver may not reapply for further assistance for 1 year from the date of the unused financial assistance plan.

D. The non-resident participant is expected to pay the full amount of the program they choose to participate in.

E. Setting Program Fees:
   Any new program that generates enough revenue to cover its expense does not need City Council approval. Any new program that does not have the potential to generate enough fees to cover its expense requires City Council approval to go forward.

Legislative History: Approved by City Council April 20, 2004--Amended by Council September 19, 2005, July 19, 2010