



City of Rancho Cucamonga Community Services Department
NON-PROFIT ELIGIBILITY APPLICATION

Please print legibly in ink.

Application Process:

This application should be submitted to the Community Services Department 21 calendar days prior to the date requested in order to insure adequate approval time. This is an application only and is used to determine the eligibility of an organization for non-profit group rates and establishment of an official contact representative (s) that may reserve City facilities on behalf of their organization. If this application is approved then only the representative (s) listed on this application may submit facility request forms for use of City facilities and be eligible for non-profit group rental rates.

Proof of Residency:

All non-profit groups must submit a complete roster (names, address, City/Zip code and phone number) of their members or participants demonstrating an overall Rancho Cucamonga residency rate of 51% or higher to qualify for non-profit rental rates. Organizations that cannot provide a roster because they are unable to identify their participants in advance or due to strict confidentiality rules by their organization then they must submit a letter to justify or demonstrate to the Community Services Director that their use of the facility will provide a significant benefit to the community in order to be considered for a non-profit rental rate under Group 2 Fee Classification. All roster information submitted will be kept confidential and only used to determine residency. Submittal of rosters for verification of residency must occur once every two (2) years.

Proof of Non-Profit Status:

A Determination Letter from the State of California must also be submitted confirming the organization's non-profit status with a copy of the organization's charter. If an organization has submitted an application to the State then a copy of that State application must be submitted with this one to validate that they are in the process of being considered by the State.

Facility Use:

All non-profit community based youth organizations are permitted one free board meeting or membership meeting per month. Each non-profit youth sports group may use one room without charge for participant registration no more than twice prior to their season and no more than four hours for each use. Non-profit groups who require room use beyond the above criteria and meet all residency and verification of non-profit status are charged the Group 2 building rental hourly fees.

NON-PROFIT ORGANIZATION AND CONTACT INFORMATION

Organization _____ Non-Profit # _____

Organization mailing address: _____ Web site address: _____

Organization E-mail address: _____ Phone number: _____

Description of organization's service to the community: _____

Each non-profit organization may select one representative and an alternate to request use of City facilities. Please list them below.

Contact Name _____ Street Address _____

City _____ Zip _____ Primary Phone (_____) _____

Secondary Phone (_____) _____ Fax (_____) _____ E-Mail _____

Contact Name (Alternate) _____ Street Address _____

City _____ Zip _____ Primary Phone (_____) _____

Secondary Phone (_____) _____ Fax (_____) _____ E-Mail _____

COMMUNITY SERVICES DEPARTMENT USE ONLY

1. Have complete group participant rosters been submitted demonstrating 51% or higher residency? Yes No

2. If rosters cannot be provided then has a letter of justification been submitted and approved? Yes No

3. Has a Determination Letter from the State of California been submitted validating the correct non-profit status? Yes No

Registration Coordinator Signature: _____ Date: ____/____/____

Community Services Manager Signature: _____ Date: ____/____/____

(Staff signature only acknowledges that the above organization has been approved to use City facilities at a non-profit group rate in addition to establishing authorized group contacts. It does not approve any specific facility reservation that can only be accomplished by submittal and approval of a Facility Use Request form.)