

**PORT OF NEWPORT
RESOLUTION NO. 2015-12**

A RESOLUTION ADOPTING A SPECIAL USE PERMIT POLICY

WHEREAS, the Port of Newport Board of Commissioners By-laws states in Section 2 that the Port Commission shall adopt policies for the governance of the Port; and

WHEREAS, the Port of Newport presently has no enumerated policy with regard to special events held on Port property, and

WHEREAS, the Port of Newport recognizes that the permitted use of Port property at the request of groups or individuals for special events should be consistent in its application; and

WHEREAS, the Port of Newport should avoid incurring liability resulting from special events held on Port property; and

WHEREAS, the Port of Newport incurs costs as a result of these special events that should be recovered by the Port; and

WHEREAS, the Port of Newport has determined that the costs incurred are most consistent with the number of attendees, contestants, volunteers, and vendors who participate in the special events; and

WHEREAS, the Port of Newport recognizes that it may be beneficial to both parties for the Port to waive all or part of those incurred costs; and

WHEREAS, all groups or individuals requesting permission to use Port property should pay a nonrefundable application fee to cover initial administrative costs; **NOW THEREFORE**

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. The Port shall require all groups and individuals to submit a completed application form with a nonrefundable \$100.00 application fee.

Section 2. The Port shall impose a usage fee for special use permits based upon the number of anticipated attendees, contestants, volunteers, and vendors as described in the Usage Fee Schedule in the application form that is included herein by reference.

Section 3. Groups and individuals requesting a full or partial waiver of the usage fees shall make such request at the time of application and the General Manager shall review and determine if any full or partial waiver of the usage fee should be granted based upon criteria described in the application form.

Section 4. The applicant shall provide payment of the required usage fee and the required certificate of insurance before the special use permit is issued by the Port.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 28 day of July, 2015.

ATTEST:



President



Secretary/Treasurer

-###-

