

RESOLUTION NO. 2024-03

A RESOLUTION ESTABLISHING AND ADOPTING  
LICENSE AND PERMIT FEES,  
EFFECTIVE July, 1, 2024.

WHEREAS, W. S. § 15-1-103 and § 1-5-6 of the Sinclair Municipal Code grant the governing body authority to establish license and permit fees from time to time, by resolution; and

WHEREAS, the governing body finds that it is in the public interest to establish license and permit fees as set forth hereinbelow;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF SINCLAIR, WYOMING that the following license and permit fees, as attached hereto, should be, and they are hereby established and adopted to be effective July, 1, 2024:

BE IT FURTHER RESOLVED BY THE GOVERNING BODY OF THE TOWN OF SINCLAIR, WYOMING that this resolution does not affect or waive any fees or charges due and owing to the Town of Sinclair before the effective date of this resolution.

BE IT FUTHER RESOLVED BY THE GOVERING BODY OF THE TOWN OF SINCLAIR, WYOMING that the Town Clerk shall provide a copy of this resolution without charge, to any person requesting the same in person or electronically during normal business hours at or from the Town Hall. The Town Clerk may provide copies of this resolution to persons requesting the same by mail upon receipt of payment, in advance of an amount sufficient to pay the costs of postage.

PASSED, APPROVED AND ADOPTED this 16 day of May, 2024.

TOWN OF SINCLAIR, WYOMING

  
MAYOR

ATTEST:

  
TOWN CLERK

CERTIFICATION

I, REBEKAH SLATER, the Town Clerk for the Town of Sinclair, Wyoming, do hereby certify that the above resolution was duly and properly adopted by the Governing Body in the manner by law.

  
TOWN CLERK

# Town of Sinclair Events and Rentals Fee Schedule

## Elementary School rooms:

- Daily fee for RESIDENTS \$10.00 + \$50.00 refundable deposit
- Daily fee for NON-RESIDENTS \$50.00 + \$100.00 refundable deposit
- Daily fee for COMMERCIAL \$100.00 + \$100.00 refundable deposit  
(for every additional room: extra \$50.00 fee + extra \$50.00 deposit)
- Monthly fees – to be determined by Council case by case as needed
- Yearly fee for RESIDENTS \$250.00 + \$250.00 refundable deposit
- Yearly fee for NON-RESIDENTS \$500.00 + \$250.00 refundable deposit
- Yearly fee for COMMERCIAL – to be determined by Council case by case as needed

## Elementary School Gym space:

- Daily fee for RESIDENTS \$50.00 + \$50.00 refundable deposit
- Daily fee for NON-RESIDENTS \$100.00 + \$100.00 refundable deposit
- Daily fee for COMMERCIAL \$150.00 + \$150.00 refundable deposit
- Weekly, Monthly and Yearly fee for any party – to be determined by Council case by case as needed

## Community Room:

- Available for the community for FREE.
- The room can be used for any community events, such as senior donuts, family lunches or dinners, kids' birthdays.
- The events must be scheduled with townhall office ahead of time
- The refundable deposit of \$100.00 paid at townhall.
- The deposit will be returned after the inspection of the room by town employee
- If the person is interested in scheduling the time at the Community Room is not sure about its use and if it will fit their needs – the person is asked to call Monte at Rec Hall for any clarifications.

## Town Hall office space:

- Daily fee for BIG conference room \$120.00 + \$200.00 refundable deposit
- Daily fee for SMALL conference room \$60.00 + \$200.00 refundable deposit
- Daily fee for OFFICE space \$25.00 + \$100.00 refundable deposit
- Weekly fee for OFFICE space \$100.00 + \$100.00 refundable deposit
- Monthly fee for OFFICE space \$400.00 + \$100.00 refundable deposit
- Yearly fee for any party – to be determined by Council case by case as needed

## Parco/Sinclair Historic Theatre:

- Daily fee for COMMERCIAL \$400.00 + \$400.00 deposit
- Fees for RESIDENTS and NON-RESIDENTS – to be determined by Council case by case as needed
- In this case deposit will be held and it will go towards the cleaning of the theater and the remaining balance will be returned - the hold will make sure the theater is cleaned by a professional company and will be done to the Town standards
- The theatre facility is no food and no drinks allowed space
- The concession area will not be allowed to be opened and used by renting people
- The concession area will be only used during the town's events
- The use of the sound system costs \$100/use for the qualified town employee to operate it
- The use of personal laptops is allowed upon signing the appropriate documents for the protective purpose
- Person renting the theatre for movie display is responsible for covering the copyright license of the projected movie
- RESIDENTIAL use of the theatre - to be determined by Council case by case as needed

## Recreation Center:

- Daily fee for RESIDENTS \$100.00 + \$100.00 refundable deposit
- Daily fee for NON-RESIDENTS \$200.00 + \$200.00 refundable deposit
- Daily fee for COMMERCIAL \$300.00 + 300.00 refundable deposit
- The Rec Center is still open for drop-in activities such as playing at the gym with the use of the key for a \$5.00 fee was obtained from town hall, the key is only available for RESIDENTS.

**Church:**

- The rental of Church is free
- There is a refundable deposit of \$100.00 for the key and use of the chapel
- There will be a lease contract to sign stating that cleaning is a responsibility of renting party
- For any damages the renting party will be responsible
- The Church is no food and no drinks space

**The use of Washington Park:**

- RESIDENTS Free
- NON-RESIDENTS \$50.00 for the large pavilion for 2 hours \$10.00 for each additional hour
- NON-RESIDENTS \$25.00 for the small pavilion for 2 hours \$5.00 for each additional hour
- RESIDENTS can call 6 months in advance to schedule their events
- NON-RESIDENTS can call 4 months in advance to schedule their events

All deposits, except for the deposit for renting Parco/Sinclair Historic Theatre, are refundable after the inspection of the room by town employee. In case the rented space was left uncleaned and/or there were some visible damages, the cost of such repairs and cleaning service will be covered by deposit and if larger than the paid deposit, will be billed and charged to renters.

# **FEES**

Effective FY25

## **DOG LICENSES**

\$10.00 INTACT YEARLY

\$5.00 SPAY OR NEUTERED YEARLY

## **CHICKEN PERMIT**

\$50.00 SET UP

\$25.00 YEARLY

## **CONTRACTOR'S LICENSES**

\$50.00 PER YEAR

## **PEDDLER'S LICENSES (includes food vendor sales)**

\$50.00 PER YEAR

## **24 HR CATERING PERMIT (ALCOHOL)**

\$25.00 PER DAY

## **TRASH HAULING PERMIT**

\$100.00 PER YEAR

## **FAX & COPIES**

\$1.00 PER PAGE FAX

\$0.50 PER COLOR PAGE COPY

\$0.25 PER BLACK & WHITE COPY

## **SEWER AUGER RENTAL**

\$50.00 PER USE CUSTOMER WILL PAY FOR DAMAGES

## **RECIPE BOOKS & HISTORY BOOKS**

\$10.00 PER BOOK

## **SPECIAL USE PERMIT**

\$50.00 FOR HOMEOWNER (NEW HOMEOWNER WILL NEED TO GET A NEW PERMIT)

## **TAP FEE WATER**

3/4" \$1,000.00

1" \$1,250.00

1 1/2" \$1,500.00

2" FEE SET BY COUNCIL

## **TAP FEE SEWER**

RESIDENT \$500.00

(street surface needs to be replaced by resident with 8" concrete or 4" asphalt.)

COMMERCIAL/INDUSTRIAL FEE SET BY COUNCIL

## **FENCE BUILDING PERMIT FEE**

\$50.00 ONE TIME FEE