

MetraPark Nonprofit Funding Policy (2025)

MetraPark Mission Statement: MetraPark is a multi-use complex serving the entertainment, trade, athletic, educational, and agricultural needs for this region, by providing quality facilities, programs, and events, with complete and efficient service for the economic benefit of the region.

In maintaining this Mission Statement, the pricing to lease facilities on the MetraPark campus includes an option for a reduced rental rate for qualifying nonprofit organizations. A 50% reduction of the rent will apply for any eligible nonprofit organization or governmental entity, provided all required documentation is submitted and the organization is in good standing. All user services, CIP (Capital Improvement Project) fees, and any additional ticket fees, will still be charged at current rates.

Nonprofit groups that wish to seek financial assistance beyond the rental discount may submit a funding request to the Board of County Commissioners (“BOCC”) for consideration at a properly noticed public meeting. Any financial assistance approved by the BOCC will be appropriated consistent with Montana law and applied directly to MetraPark for the purpose of supporting the organization’s use of MetraPark facilities. Approval of funding assistance is at the sole discretion of the BOCC and subject to available appropriations. Submission of a request does not create any entitlement or guarantee of funding.

I. Purpose:

The purpose of this policy is to establish uniform procedures for eligible nonprofit organizations seeking rental discounts and, if applicable, financial assistance from the BOCC in connection with their use of MetraPark facilities.

II. Scope:

This policy applies to eligible nonprofit organizations and government entities that lease facilities at MetraPark and seek rental discounts or financial assistance under this policy.

III. Definition of a nonprofit organization:

For purposes of this policy, a nonprofit organization means:

- An organization registered and in good standing with the Montana Secretary of State; and
- Recognized by the Internal Revenue Service under 26 U.S.C. § 501(c) as tax-exempt.

IV. Policy Overview:

This policy provides:

1. A 50% rental discount for eligible nonprofit organizations and government entities, upon submission of required documentation.

2. A process by which eligible nonprofits may request additional financial assistance from the BOCC, subject to available appropriations and upon a determination by the BOCC that the request serves a valid public purpose consistent with MetraPark's mission.

V. Procedures:

1. **Eligibility and Documentation.** Eligible nonprofits must first execute a lease contract with MetraPark and provide all required documentation, including:
 - Certificate of Insurance (COI);
 - Proof of registration and good standing with the Montana Secretary of State; and
 - Proof of federal tax-exempt status.
2. **Application.** After executing the lease, nonprofits seeking additional financial assistance must submit a written request to the Commissioners' Office. The request must include supporting documentation addressing the criteria below.
3. **Hearing and Consideration.** Requests will be placed on a properly noticed BOCC agenda and considered at a public meeting.
4. **Evaluation Criteria.** In reviewing requests, the BOCC may consider, among other factors:
 - Alignment of the proposed use with MetraPark's mission (entertainment, trade, athletic, educational, or agricultural benefit to the region);
 - Demonstrated community benefit of the event or activity;
 - Financial need of the applicant and the extent to which County assistance will leverage other funding;
 - The applicant's past compliance with MetraPark policies, lease terms, and County requirements; and
 - Availability of appropriated funds.
5. **Decision.** Funding determinations shall be made by majority vote of the BOCC and documented in the public record, including a finding that the award serves a valid public purpose consistent with MetraPark's mission.
6. **No Entitlement.** Submission of a request does not create any entitlement or guarantee of funding. Approval of assistance is at the sole discretion of the BOCC and subject to available appropriations.