



PARKS & RECREATION DEPARTMENT

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APPLICATION TO WAIVE FEES

(Attach to Reservation Application)

Applicant/Organization:		Today's Date:
Person In Charge:		
Home Phone:	Work Phone:	Cell Phone:
Email Address:		
Mailing Address:		
Date of Event:	Time of Event:	# of people expected to attend activity or event: _____

Explain how your organization meets all 4 criteria requirements to qualify for a Waiver of Fees.

1. _____
2. _____
3. _____
4. _____



Criteria to qualify for a Waiver of Fees

All 4 Requirements Must Be Met

1. The activities are conducted by a non-profit organization.
2. The activities are open to the public without discrimination.
3. The activities will benefit the public health, safety or welfare.
4. There is no charge for admission, participation, or a vendor fee (except for pledges for events such as a walkathon).

FOR OFFICE USE ONLY

Date Received _____ **Route to Park & Recreation Director** _____

Waiver of Fees Approved?

- _____ **Yes, fees have been waived.**
 _____ **No, fees have not been waived.**

Comments: _____

Date Approved _____ **Signature** _____