



FEE WAIVER REQUEST AND APPLICATION

This questionnaire and application must be completed in order to be considered for a fee waiver request. A letter on the requesting organization's letterhead must accompany this application. The letter should include the reason for requesting a fee waiver and how this event benefits our community. Requests must be submitted 60 days prior to the event. Applicants must complete and submit Indoor or Outdoor Reservation Applications with this request. Incomplete applications will not be processed.

- 1) Is this a non-profit organization? _____
Must provide supporting documentation for non-profit status before being considered for a fee waiver request.
Example: A letter from IRS stating your organization's non-profit status
- 2) Can financial documents for the organization be provided? _____
Example: Bank statements or tax returns. If unable to provide these documents, please attach an explanation letter.
- 3) Is this the first time that your organization is asking for a fee waiver from ARD? _____
- 4) Is this a fundraiser? _____
- 5) How much money does your organization anticipate generating from this event? _____
- 6) Is there a fee or a charge for people to attend or participate in this event? _____
- 7) How does a fee waiver affect your event? Can your event be held in a different location if ARD can not consider a fee waiver at this time? Please explain.

- 8) Has your organization asked for a fee waiver from other agencies in the community? _____
Please indicate which agency: _____
- 9) Are there any other agencies in the community that are working with your organization on this project? _____
Please provide a list of these agencies and contact information.
- 10) If a full fee waiver is not granted, can your organization pay a percentage of the rental fee? _____
If no, please explain:

- 11) Will your organization consider paying for staffing and utility fees if we waive the rental fees? _____
\$20.00 per hour plus applicable custodial fees
- 12) If your organization is unable to meet one of the offers (Items 10 or 11 above), are you able to provide a hardship statement with supporting documentations, such as bank statements or tax returns? _____
Please indicate what is being provided with this request:

FEE WAIVER REQUEST

PERSON MAKING REQUEST _____

NAME OF THE ORGANIZATION _____

IRS/NON PROFIT TAX ID NUMBER _____

ADDRESS AND PHONE NUMBER _____

Signature

Date

OFFICE USE ONLY

APPLICABLE FEES

FEES WAIVED

Rental Fees \$ _____

\$ _____

Custodial Fees \$ _____

\$ _____

Alcohol Permit Fees \$ _____

\$ _____

Setup/Takedown \$ _____

\$ _____

Staffing Fees \$ _____

\$ _____

Miscellaneous Fees \$ _____

\$ _____

TOTAL FEES DUE \$ _____

REQUEST APPROVED? Yes No

COMMENTS: _____

Approved by: _____

Date