# FEE WAIVER REQUEST FORM

**PERSON MAKING REQUEST** _____

**NAME OF ORGANIZATION** _____

**IRS/NON PROFIT TAX ID #** _____

**ADDRESS & PHONE NUMBER** _____

_____

_____

**PURPOSE OF RENTAL AND NUMBER OF GUESTS** _____

_____

**FACILITY(S) REQUESTED** _____

_____

**EVENT START DATE** _____ **ENDING DATE** _____

**EVENT START TIME** _____ **ENDING TIME** _____

***A TYPED LETTER ON THE REQUESTING ORGANIZATION'S LETTERHEAD MUST BE ATTACHED TO THIS REQUEST. LETTER SHOULD INCLUDE REASON FOR REQUESTING A FEE WAIVER AND ANY SPECIFICS PERTINENT TO THIS EVENT.***

_____ _____

**SIGNATURE** **DATE**

**OFFICE USE ONLY**

| | **APPLICABLE FEES** | **FEES WAIVED** |
|---|---|---|
| **RENTAL FEES** | **$** _____ | **$** _____ |
| **CUSTODIAL FEES** | **$** _____ | **$** _____ |
| **LIGHTS** | **$** _____ | **$** _____ |
| **ALCOHOL PERMIT** | **$** _____ | **$** _____ |
| **SETUP/TAKE DOWN** | **$** _____ | **$** _____ |
| **DUMPSTER FEES** | **$** _____ | **$** _____ |

**TOTAL FEES DUE:** **$** _____

**BOARD'S COMMENTS:** _____

_____

_____

**REQUEST APPROVED?** **YES** **NO**

**DISTRICT ADMINISTRATOR'S SIGNATURE**