



FEE WAIVER REQUEST AND APPLICATION

In order to be considered for a fee waiver request, you must complete this questionnaire and submit necessary documents as indicated below. 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 501 c3 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 non-profit status

2) Can you provide financial documents for the organization? _____

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 do you anticipate generating from this event? _____

6) Is there a fee or a charge for people to attend or participate in your event? _____

7) How does a fee waiver affect your event? Can you hold your event in a different location if ARD can not consider a fee waiver at this time? Please explain.

8) Have you 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 you 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 fees?

_____ If no, please explain:

11) Will you consider paying for staffing and utility fees if we waive the rental fees? _____

\$25.00 per hour plus applicable custodial fees

12) If you are 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