

## PARKS & RECREATION DEPARTMENT FEE WAIVER REQUEST

**Notice:** This form is required by the Parks and Recreation Department and request is to be approved by the City Manager.

Organization is to contact the Parks and Recreation Department before hand to check on date availability.

Requests must be received at the PARD Adminstrative Offices AT LEAST ONE MONTH PRIOR to planned event.

### Organization Information

Organization Name:	Name of Contact Person:
--------------------	-------------------------

Mailing Address:

City, State, and Zip Code:	Telephone Number:
----------------------------	-------------------

### Event Information

Purpose of Event:

Date(s) Waiver Requested:	Estimated Number of People:
---------------------------	-----------------------------

DIVISION:                      Aquatics                      Athletics                      Recreation                      Events                      Parks

### Special Conditions:

- The organization in charge of the event must provide close and continuous supervision of the attendees.
- Any damages to the PARD site or additional cleaning that must be performed to restore facility to original condition will be charged to the organization.

### Applicant Signature

Signature of Applicant:	Date Signed:
-------------------------	--------------

### City Manager Reply

**Approved**

**Not Approved**

**City Manager Signature**

**Date**

**Parks and Recreation Department Use Only**

**Total Amount Waived:**