APPLICATION FOR FACILITY USE FEE WAIVER
(MUST BE SUBMITTED A MINIMUM OF 3 WEEKS IN ADVANCE)

Date Submitted: ________________

Name of Organization: _____________________________

Date(s) of Activity: ________________________________

Location(s) of Activity: ____________________________

Name: ____________________________  Phone: _______________

Signature: ____________________________

I AM REQUESTING A FEE WAIVER BASED ON THE FOLLOWING QUALIFICATION (may check more than one):

_____ Co-sponsor of an event through or with the City of Lawndale

_____ Non-profit youth organization/club located in the City, primarily benefiting Lawndale residents. (Title IIIc certification required);

_____ Public or private school related serving students in Lawndale;

_____ Non-political service organization/philanthropic group primarily benefiting the residents of Lawndale;

_____ Governmental agency;

_____ Religious organization sponsoring an event, open to the public and benefiting the residents of Lawndale (Title IIIc certification required.);

_____ Other ________________________________

❖ INSURANCE REQUIREMENTS, SECURITY DEPOSIT CANNOT BE WAIVED.

FOR OFFICE USE ONLY

APPROVED ________  DECLINED ________  FEES DUE ______________

COMMENTS ________________________________

DEPARTMENT HEAD SIGNATURE ________________  DATE _____________
WAIVER OF FEES PROVISIONS

1. All organizations shall be required to submit:
   a. Application for Facility Use Fee Waiver (Exhibit C)
   b. All non-profit groups must submit a Title IIIC certificate.

2. Religious organizations sponsoring an event open to the general public and benefiting and/or serving residents of Lawndale are only eligible for a partial waiver.

3. The Director of the Community Services Department will make the initial determination whether or not an applicant is eligible for a fee waiver in accordance to the policy. Any appeals in writing will be forwarded to the City Manager.

4. Insurance requirements (vary depending on type of event and amount of people) and security deposits cannot be waived.

5. Groups or agencies who fail to cancel more than two facility uses and/or equipment rentals will have to pay all of the manpower charges for that event.