CITY OF LAWNDALE
COMMUNITY SERVICES DEPARTMENT
14700 Burin Avenue, Lawndale CA 90260 - (310) 973-3270 - www.lawndalecity.org

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.