

**CITY OF LONG BEACH, DEPARTMENT OF PARKS, RECREATION AND MARINE**

**FACILITY FEE WAIVER REQUEST FORM**

Name of Organization: \_\_\_\_\_

Mailing Address of Organization: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email \_\_\_\_\_

Facility/Park: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Time: \_\_\_\_\_ No. In Attendance: \_\_\_\_\_

Please check appropriate boxes:

- |                          |                      |                          |                              |
|--------------------------|----------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Social Hall          | <input type="checkbox"/> | Baseball/Softball Field      |
| <input type="checkbox"/> | Activity Room        | <input type="checkbox"/> | Soccer Field                 |
| <input type="checkbox"/> | Reserved Picnic Area | <input type="checkbox"/> | Equipment                    |
| <input type="checkbox"/> | Open Space           | <input type="checkbox"/> | Other (Please Specify) _____ |

Is this function a fundraiser?  YES  NO

Has your organization requested any other fee waivers this calendar year?  YES  NO

Justification for Fee Waiver:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have read and understand the conditions of the Fee Waiver Policy. Non-compliance of the requirement may require the City of Long Beach to bill the group for the full or partial amount of the fees waived. In addition, non-compliance of the conditions may disqualify the group from being granted future fee waivers. Applicant must attend Commission meeting and testify to the Commission in the event of the denial of the Fee Waiver request. Applications must be received by the posted due date in order to be on the agenda the following month. Staff charges cannot be waived.

Name of Contact Person (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

**FOR DEPARTMENT USE ONLY:**

The following fee charge(s) is/are being requested for fee waiver:

	<u>Fees</u>	<u># of Hrs</u>		<u>Waived Charges</u>
Facility Rental Fee:	\$ _____	X _____	=	\$ _____
Security Deposit:	\$ _____	X _____	=	\$ _____
Other Charges:	\$ _____	X _____	=	\$ _____
Permit Fee:	\$ _____	X _____	=	\$ _____
<b>Total Waived Charges</b>				<b>\$ _____</b>

**APPROVAL:**

Parks, Rec & Marine Director: \_\_\_\_\_ Date: \_\_\_\_\_

Bureau Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registration/Reservations Office Review: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Commission

**FOR OFFICE USE ONLY:**

Contract/Permit No. \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_