

**Form for
Waiver Request of Facility Use Fee**

- A. AR 1330(a) provides the Superintendent authority to waive fees by organization.
- B. Waiver of the facility use fee requires the completion and submission of this form and approval. All other fees such as monitoring and custodial services still apply.
- C. Any classification of user group may submit a request for a waiver.
- D. Waiver requests should be submitted prior to reservations being made, but no later than the first day of use. Late applications may result in the waiver not being approved.
- E. Criteria on which a fee waiver will be granted: the user group's involvement of school-aged children and the group's focus on youth activity and programs.
- F. The form must be submitted annually.

1. Facility (or Facilities) requested: _____

2. Name of Group or Organization: _____

3. Point of Contact:

a. Name: _____

b. Title: _____

c. Phone Number: _____

4. General Categorical Description of Group: _____

5. Classification of Group (*per AR 1330(b)-Section 5*): _____

6. Number of children participating in this group: _____

7. Percentage of this group who are children: _____

8. Purpose and/or goals of this group: _____

Signature

Date:

Submit this form to the building principal of the school facility being requested.

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Approved: 8/24/2011

Revised: 10/30/2014