



FACILITY USE FEE REDUCTION APPLICATION

- See “Fee Reduction Guidelines” for information regarding Fee Reduction applications.
- Please submit a letter requesting a fee reduction along with this application; the letter should include how the event/program supports a Parks and Recreation or City initiative and the benefit to the public.
- Requests must be submitted at least 30 days in advance of the first requested use.
- Previous reduced fees are not a guarantee of future reductions. In fact, over time a user group should anticipate covering an increased percentage of applicable fees.
- Booking Fee, Security Deposits and Staff Fees will not be considered for reduction.

Organization _____ Contact Name _____

Street Address _____ City, State, Zip _____

Phone _____ Email _____

Desired Facility/Spaces _____ Desired Dates & Times _____

Intended Use _____

Anticipated Attendance _____ Cost to Participants _____ Requested Fee Reduction _____

Have you/your organization previously received a fee reduction? Yes / No Date(s) _____

If insurance is required for event, I know that I must provide documentation 30 days prior to event: (initial)

Seattle Parks and Recreation Fees and Charges document includes a reduced fee category (Class A) for advertised, non-commercial, public events/meetings that are for the general public and are scheduled during operating hours. No admission fee, vendor fee or donation is permitted for Class A activities.

Department Use ONLY:

CLASS Rental # _____		Facility: _____	
Description of Fees	Standard Fee <i>(completed by facility Coordinator)</i>	Reduction Requested <i>(completed by facility Coordinator)</i>	Fees Due <i>(completed by Recreation Director)</i>
Booking Fee	\$25.00	NA	\$25.00
Refundable Security Deposit	\$	NA	\$
Staff Fees	\$	NA	\$
Facility Fees	\$	\$	\$
Custodial/Maintenance Fees	\$	\$	\$
Other Fees: (list)	\$	\$	\$
Rental Total, including deposit	\$	NA	\$

APPROVAL		
	Initial	Date
Facility Coordinator		
Sr. Coordinator/Supervisor		
Manager		
Director:		
Approved <u> </u> yes <u> </u> no		

ROUTING		
	Initial	Date
Sent to Facility Coordinator		
Sent to Requestor (via site)		
Entered onto Tracking Log		
Sent to BSC		
BSC: <u> </u> CLASS <u> </u> SharePoint <u> </u> Email		

Department Use ONLY:

Staff Submitting Form: _____ Facility: _____ Phone: _____

Organization Requesting Reduction: _____

Description of Intended Use: _____

Desired Dates & Times: _____

Does this activity support a Parks or City Initiative? If yes, which initiative? _____

Is Parks already providing this service? If yes, when and where? _____

Has this organization received previous reductions? If yes, how many hours of use in this calendar year? _____

Staff Checklist – forms to submit:

- Application Letter from organization CLASS rental permit

Instructions for Processing and Routing Facility Use Fee Reduction

1. Organization completes and returns ‘**FACILITY USE FEE REDUCTION APPLICATION**’ form and submits a letter requesting a fee reduction. (*Letter to include how the event/program supports a Parks or City initiative, and benefit to the public.*)
2. In CLASS, site staff reserves the rental at FULL FEES.
 - Rentals may be booked for 1 calendar quarter, or up to 1 year with management approval, using quarterly rental contracts. Bookings should not extend past the current approved Fees & Charges cycle. Booking Fee must be charged once per rental contract (once per quarter.)
 - Payment Schedule options are: Due Immediately; First Day of Previous Month; Last Day of Previous Month; First Day of Current Month. Anything outside of these four options must have advance management approval.
 - Type in the Correspondence/Notes section AND in the Alert text of the account “*“Today's Date DO NOT INVOICE - Awaiting fee reduction approval from Director/Superintendent for rental #XXXXXX Your Name@Your Location”.* (By entering this note, the BSC will know not to invoice the customer, and your manager will know the reason for this approved A/R.) **Do NOT book the event as an Administration/Maintenance Booking.**
3. Site staff collects fees: *Customer pays AT LEAST the minimum rental fees which would be due if the fee reduction is approved.*
4. Facility Coordinator completes the ‘**Fee Amount**’ and ‘**Reduction Requested**’ sections of the **Department Use ONLY** table, and **Department Use ONLY** areas above.
5. Facility Coordinator initials approval and submits request including application, letter, and copy of rental reservation to Sr. Coordinator/Supervisor. If approved, Sr. Coordinator/Supervisor initials approval and submits to Manager.
6. Manager reviews the packet to ensure all information and documents are included. If approved, Manager initials approval and sends to the Director for approval. (If comments, please attach a memo to the packet.)
7. Recreation Division Director’s Administrative Specialist reviews the packet ensuring all required documents are included, logs the request on ‘Facility Use Fee Reduction Tracking Log,’ and assigns a log number.
8. Director reviews the request, and initials approval box as appropriate. If needed, submits packet to Superintendent for approval.
9. Administrative Specialist sends a copy of the approved/rejected application to the requesting organization (via Facility Coordinator), the Facility Coordinator to file with rental files, and if approved, to the Business Service Center to apply reduction.
10. Administrative Specialist completes the information on ‘Facility Use Fee Reduction Tracking Log’, and files the packet in the Division’s Administrative office files.