

# MT. PLEASANT CENTRAL SCHOOL DISTRICT

## Facilities Use Fee Waiver Request

Per Board of Education Policy 3280: Community Use of School Facilities the District retains the right to waive user fees in whole or in part for groups that are formally associated with or sponsored by the District via resolution by the Board of Education. Fee waivers granted by the Board of Education apply only to the facilities use fee. Custodial over time or double time incurred due to community use of school facilities will not be waived.

**Instructions:** Complete this form in its entirety. Fee Waiver request must be received by the Director of Facilities no less than 30 days prior to the scheduled event.

Organization Requesting Waiver: \_\_\_\_\_

Name of person requesting Fee Waiver: \_\_\_\_\_

Date(s) of event(s): \_\_\_\_\_

Building & Location of event(s): \_\_\_\_\_

Justification for Fee Waiver: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**District Office Use:**

Form received date: \_\_\_\_\_ By: \_\_\_\_\_

Form complete: YES/NO Request received timely: YES/NO

Does request meet waiver criteria? YES/NO Submit to BOE date: \_\_\_\_\_

BOE Approval of Waiver Received? YES/NO Date of BOE Resolution: \_\_\_\_\_

Additional Notes: \_\_\_\_\_