

The School District of Lee County
Request for Waiver/Reduction of Rental Fees
Facility Rental Agreement

According to School Board Policy 9.05, Use of Facilities, the Superintendent or designee is authorized to waive or reduce the fee when the organization using the facility will provide some benefit to the School District through or as a result of the activity conducted during use of the facility. The proposed event/activity will benefit the School District by:

Therefore, I am requesting a waiver/reduction of the facility rental fee for the event/activity outlined on the attached Facility Rental Agreement because I am a:

- Category A: Internal Organization (waiver requested)
- Category B: Other Governmental Agency (waiver requested) (Attach applicable interlocal agreement.)
- Category C: Non-Profit - Participants Not Charged Fees (waiver requested) (Attach Non-Profit status form)
- Category D: Non-Profit - Participants Are Charged Fees (reduction requested) (Attach Non-Profit status form)

I understand that any applicable custodial fees and/or special events insurance policy premiums must still be paid and are not subject to waiver or reduction.

Signature of Renter: _____

Name of Renter:

Name of Organization:

Non-Profit: Yes No **FEI/EIN #**

Cost to Participate in Activities: Yes No

Signature of Principal/Designee: _____ **Date:** _____

Name of Principal/Designee:

Name of Facility:

Support Request: Yes No

The requested waiver/reduction of facility rental fees is: Waived Reduced (50%) Denied

Signature of Superintendent or Designee _____ **Date:** _____

**Please attach this waiver/reduction request to the completed
Facility Rental Agreement and forward to
Facility Development & Programming Services**