



FEE WAIVER REQUEST

Request is subject to approval by the Director of Parks and Recreation, Parks Superintendent, and Chair of the City of Idaho Falls Parks and Recreation Commission. Fee waiver request does not guarantee all fees will be waived. Requests can be submitted to specialevents@idahofalls.gov or mailing/dropping off: City of Idaho Falls, Recreation Office, 520 Memorial Drive, Idaho Falls, ID 83402.

Waiver Steps

- 1.) Submit this Park Use Event Application** to the Park's Special Event Coordinator: specialevents@idahofalls.gov to reserve event date, time, and location. Spaces are reserved based upon date/time applications are received. Event dates/locations will not be reserved until completed application has been submitted.
- 2.) Submit Waiver Request.** Submit fee waiver request at least 45 days prior to event.
- 3.) IF Approved:** please include City of Idaho Falls Department of Parks and Recreation as a sponsor for event and pay any fees not waived.
- 4.) If Denied:** Pay fees for event.

ORGANIZER INFORMATION

ORGANIZATION/INDIVIDUAL NAME: _____

INDIVIDUAL PROFIT NON-PROFIT DISTRICT 91 EVENT DISTRICT 93 EVENT

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EVENT ORGANIZER NAME: _____

CONTACT NUMBER: _____

EMAIL: _____

GENERAL INFORMATION

EVENT NAME: _____ EST. ATTENDANCE: _____

EVENT DATE: _____

EVENT LOCATION: _____

EVENT DESCRIPTION & PURPOSE: _____

FEE WAIVER QUESTIONS

1. Is event open to the general public.
 YES NO
2. Does the activity of requesting event directly benefit the residents of the City of Idaho Falls or the Parks and Recreation Department.
 YES NO
3. Is the organization an Idaho Falls based non-profit organization with a valid 501(C) (3).
 YES NO If yes, 501(C)(3) Number: _____
4. Do you agree to provide for clean-up at the end of the event.
 YES NO
5. Is the hosting organization a city program, committee or authorized direct affiliate
 YES NO

NOTE

1. Projects or organizations who have failed their obligations during previous events or activities are not eligible for future fee waivers.
2. All recipients of a fee waiver, if requested by Parks and Recreation, shall acknowledge the Parks and Recreation Department in all publicity relating to the event or activity and be approved by the Director of Parks and Recreation, or their designee, prior to release. Acknowledgement includes City logos and statement in all advertising, promotional material and media releases.
3. All city programs, committees or authorized direct affiliates shall be eligible for exemption from facility use fees.
4. Fees not being waived: Park Impact Fee and additional trash bins or other equipment needed from the City of Idaho Falls.

FOR INTERNAL USE ONLY FILLED OUT BY SPECIAL EVENT COORDINATOR

TOTAL AMOUNT FEES REQUESTING WAIVED: _____

FEE DESCRIPTIONS: _____

AMOUNT APPROVED FOR WAIVER: _____

DATE APPROVED/DENIED: _____