

Application for Fee Waiver Policy

- 1- Those requesting their fees to be waived may submit a Fee Waiver Application.
- 2- Fee waivers are available for facility reservation fees (pavilion, rink, court, field) only; not special event permit fees.
- 3- Individuals must be 18 or older to apply.
- 4- Fee Waiver Applications must be submitted to Edwardsville Township at least **ninety days** prior to requested event date. Applications are subject to Board Approval at the next monthly meeting.
- 5- A completed application must be received at the Edwardsville Township Office in order to apply. A completed application includes the Fee Waiver Application and Facility Reservation Forms (pavilion, rink, court, field) of which they are requesting the fees be waived.
 - a. Individuals may submit the application and payment in person or via mail.
- 6- A special event permit will be required for any activity with more than 75 guests in attendance regardless of the facilities used.

Application for Fee Waiver Procedure

- 1- A fee waiver application is received (either in person or via mail). The application must be accompanied by the facility reservation forms for the facilities they are requesting the fees be waived.
- 2- Check calendar (Township Park Reservations) to confirm date and time availability. Add requested facilities as PENDING FEE WAIVER, Facility, Name, Phone
- 3- File application in Fee Waiver folder in safe for Board approval.
- 4- **If application is approved, mail copy and receipt to applicant** and add reservation to calendar-- Applicable Facilities, Contact Person, and Phone.
- 5- File **white** copy of application in the safe
- 6- If application is denied: contact applicant.