



City of Nome – Facility Reservation Fee Waiver form

The following Information is required for all requests for facility reservation fee waiver. This information will be used to track our reduction of revenues and to develop a uniformity and consistency in granting fee waivers. Applications requesting a waiver of fees must complete this form. No fees will be waived without this information.

Please Note:

- Requests should be submitted at least thirty (30) days in advance of reservation date requested.
- Because a fee has been waived in the past is not a guarantee that it will be waived for future requests.
- A separate request fee waiver form is required for each reservation requested.
- Full payment is required at the time of application. Checks are preferred. Requests for full fee waivers which are granted will have checks returned by mail.

Reservation fee waiver will be considered only under the following conditions:

- The group is a non-profit organization that wishes to reserve the facility for a community wide function; or
- The event is sponsored by the City of Nome. A fee waiver application must be submitted.
- The non-profit organization must be formally recognized by the City of Nome.
- The non-profit activities taking place in the city facility must generally be open to the public.
- All funds raised by the events should be used for non-profit purposes; the city reserves the right to request supporting documentation.
- Is the event for the “good of Nome?”

Facility Interested In:

- Old St Joes Mini Convention Nome Recreation Center

Company Information			
Name		Address	
Title		Cell Phone	
Email		Other Phone	
Company Name			

List Names of activities and describe	Entrance fee?	Public	Private	Amt of Waiver

Applicant 1 Signature	Applicant 2 Signature
Date	Date:

This application and request will be reviewed and determination made. Applicant will be notified by email whether your application has been approved or denied. If you have any questions regarding this procedure or final determination, please contact the City Clerk’s office at 907-443-6603. Thank you for your cooperation.

For Office Use Only					
Date Received		Received Timely	YES	NO	
Fee Waived					
Payment received	YES	NO	Deposit received	YES	NO
					Receipt #