

CITY OF NOME CITY CLERK'S DEPARTMENT

**FACILITY RESERVATION FEE/WAIVER**

The following information is required for all requests for facility reservation fee waivers. 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.

\_\_\_\_\_  
Name of Individual or Organization

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Fax

\_\_\_\_\_  
Applicant Name Title

\_\_\_\_\_  
Applicant Signature Date

1. Facility Reserved (circle one): Old Saint Joe's Mini Convention Center Nome Recreation Center

2. I/We request for the activity described below. Total Facility Fee Waiver: \_\_\_\_\_

3. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME \_\_\_\_ (A.M./P.M.) TO \_\_\_\_ (A.M./P.M.)  
MONTH DAY YEAR

4. Is this activity open to the general public? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Will an entrance fee be charged for the event? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Briefly describe the nature of your organization, the intended use of the facility, and why you or your organization feels the fee should be reduced or waived. Attach letter request to this form.

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

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

This application and request will be reviewed and a determination made. Applicant will be notified by mail 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 907-443-8603. Thank you for your cooperation.

FOR OFFICE USE ONLY: Date Rec'd _____		Rec'd Timely? YES NO	
Fee Waived? YES NO	Approval _____	Date _____	Reason for Denial _____
Payment Rec'd _____	Deposit Rec'd _____	Receipt # _____	_____