



Cordova
Recreation & Park District

2197 Chase Drive

Rancho Cordova, CA 95670

www.crpdp.com / 916-369-9844 / rentals@crpd.com

Rental Fee Waiver Request

Fees charged for the use of Cordova Recreation & Park District (District) facilities may be waived by the District in certain cases. Any applicant requesting such a waiver must submit the appropriate documents demonstrating that the applicant or organization falls within the following categories:

1. Government Agency
2. Department Sponsored Program
3. Private Community Benefit
4. Non-Profit

Any applicant requesting consideration of their waiver must do the following:

1. Submit completed Facility Use, Picnic/Pavilion Reservation, Athletic Field and Facility or Special Use Permit application to the District
2. Submit a copy of the Rental Fee Waiver Request form
3. Submit a copy of the applicant's 501 (c)(3) or 501(c)(6) non-profit organization documents or any other documents as may be required to show the applicant's organizational paperwork

Please complete all information and submit to the Hagan Community Center, 2197 Chase Drive, Rancho Cordova, CA 95670 or email to rentals@crpd.com.

Applicant Contact Information

Name of Group, Organization or Business: _____

Name of Individual Responsible for Event: _____

Phone: _____ Email: _____

Rental Information

Park/Facility Requested: _____

Areas: _____

Rental Date (list all with times for each date if different): _____

Is there a fee to attend this event? Yes No If yes, how much? _____

I am requesting a fee waiver in the amount of: _____

Organization Verification: Government Department Sponsored Program Private Community Benefit

Non-profit: # _____

Reason for Request: _____

Applicant Signature

I understand that a District representative will contact me within 10 business days from the date of the application is submitted and that my application for the use of the facility is not final until a contract is signed and a payment is made. I attest that all the information provided in this application is true and correct.

Applicant's Printed Name: _____ Date: _____

Applicant's Signature: _____

CRPD Representative's Printed Name: _____ Date: _____

CRPD Representative's Signature: _____

		For Office Use Only	
<u>Department Approval</u>		<u>Notes</u>	
Director of Parks & Recreation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
General Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	