



2200 M Avenue | Anacortes, WA 98221 | Phone 360-293-1200 | Fax 360-293-1222 | www.asd103.org

**Request for waiver of facility use fees**

Organizations may request a waiver of facility use fees. Waivers are subject to District approval in compliance with School Board policy 4260. The School Board of Directors wishes to encourage use of school facilities by the community as long as use is for a lawful purpose and does not interfere with the conduct of the district’s educational programs, the primary purpose of which the buildings and grounds are intended. Community use of facilities is subject to the terms of District Policy and Procedures 4260 and 4260-P and the current schedule of user fees. ALL youth sports groups must provide letter of compliance regarding the management of concussion and head injury. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the district’s interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, or origin.

Today’s Date: \_\_\_\_\_

Applicant/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address (Street, City, State, Zip): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Building Requested: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

**REQUESTING FEES TO BE WAIVED:**

- Operational Charges
- Equipment Charges
- Light Set Charges
- Support Services (Performances and/or Rehearsals; Auditorium Manager, Technicians)
- Usage Fees: Non-Brodniak
- Custodial Fees

**REASON FOR WAIVER:**

In lieu of fees the district will receive in-kind services as follows:

\_\_\_\_\_  
\_\_\_\_\_

Signed

Date

Office Use Only:

Approved      Denied

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date