

**WARREN COUNTY ARMORY CIVIC CENTER
FACILITY USE FEE WAIVER APPLICATION**

Organization: _____ Date(s) of event: _____

EIN or Business License #: _____

Type of business: Government Non-profit For-profit Other: _____

If your organization is a non-profit, you must attach proof of non-profit status.

Address _____ City _____ State _____ Zip _____

Contact Name: _____ Title: _____

Phone: (O) _____ (C) _____ (Alt.) _____

Email: _____ Web: _____

Brief Description of Event: _____

Type of event: Fundraiser Community Event Private Event

Specific details or comments that may assist the Board of County Commissioners in making this decision:

- 1) Will admission be charged to attend this event? _____
- 2) Will the event be open to the public? _____
- 3) Has your organization received a fee waiver in the past 12 months? _____
- 4) Do you have an alternate date for the event if your first choice is not available? ____ If so please list alternate date(s): _____
- 5) Other: _____

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of the Armory Civic Center. I further understand that I must complete all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and paying any required fees. I further acknowledge that if the request is approved, I must retain adequate security for this event, any necessary permits and insurance coverage that may be required by the Rental Agreement. I will also abide by all rules and regulations governing the use of the Armory Civic Center during and after the event.

Signature of Applicant

Date

FOR OFFICE USE ONLY:

Date Application Received: _____

Date of Approval/Denial: _____

Date Applicant Notified: _____

By: _____