



**CITY OF KANSAS CITY, MISSOURI
PARKS AND RECREATION DEPARTMENT
FEE WAIVER / REDUCTION**



Staff receiving applications should ensure that all sections have been completed by the applicant..

Received by: _____ Date: _____

Eligibility and Application: All applicants must complete this application in full to be considered for a fee waiver/reduction. (*Organizations IRS 501 (c) 3 determination letter needs to accompany the request.*)

A fee waiver/reduction is available for a variety of large events including sporting, tourism, cultural, general and major community events and activities. Fee waivers/reductions are for Parks Department facility permit fees only. Direct costs including but not limited to, vehicle cost, traffic control, staff time, or other City fees are not eligible for a fee waiver/reduction under this policy.

Please print legibly: Have you received a Fee Waiver/Reduction? Yes _____ No _____ If so, when _____

Are you one of the following: 501 c 3 _____ Non-Profit _____ Neighborhood Assoc. _____ Other _____

Applicant Name: _____ Business/Organization _____

Address: _____ City, _____ State _____ Zip Code _____

Request Waiver/Reduction for facility _____ Other _____

Date(s) of event: Beginning _____ Ending _____

Name and Purpose of the Event: _____

Your signature indicates that you have read the Fee Waiver/Reduction Policy. You are applying for a fee waiver/reduction based on the understanding and belief that your organization qualifies based on criteria identified in the Fee Waiver/Reduction Policy.

Signature: _____ Date: _____

You may call the Parks and Recreation Administrative Office at 816-513-7503 if you need further assistance.

Mail or Deliver in person the completed Fee Waiver/Reduction application to:
Kansas City, Missouri Parks and Recreation Department/Administration Division
4600 E. 63rd Street, Kansas City, MO 64130

Office Use Only:
Insurance Required Yes / No

Actual Cost for Rental/Event: _____

Request Approved _____ Denied _____ Full _____ Reduction _____

After Waiver/Reduction Cost _____

Director or Deputy Director