



Facility and Fee Waiver Application

Requests for fee waivers or reduced fees are determined on a case by case basis for community based activities, events and community fundraisers that are aligned with the mission of Cranberry Township, Cranberry Township Department of Parks & Recreation and/or the Cranberry Public Library. Fee waivers or reduced fees on rentals of rooms, facilities and/or fields must be recommended and approved by management of the Cranberry Township Department of Parks, Recreation & Community Services and/or Cranberry Public Library. **A \$25 administration fee is due with application. This application is good for the school calendar year or remainder of that year (Labor Day – Labor Day).**

Eligible Organizations:

- Non-profit organizations with a 501(C)3 status.
- Clubs and organizations that provide community beneficial program opportunities that are open to the general public and who donate services.
- Groups that have provided significant park, field and/or facility improvements or significant material and/or financial donations directly impacting operations of the Cranberry Township Department of Parks & Recreation or Cranberry Public Library. Improvements or donations must have occurred during the school calendar year and be completed prior to the start of the rental.
- Groups that have received previous written permission by the Cranberry Township and/or Cranberry Township Library Board.

Requirements:

This application does not guarantee the availability of Cranberry Township location(s), facilities and/or equipment. Organizations that have their fees waived can only reserve facilities 60 days in advance. Applicants must have completed all applicable reservation procedures, including but not limited to reserving the facility and/or equipment and have paid any applicable fees and/or deposits. Applicant and the associated represented organization are required to follow all established permit regulations and Cranberry Township Department of Parks & Recreation and/or Library rules and regulations during and after event.

In order for your application to be considered you must complete the following list of requirements. If you fail to comply with this list, the application will be denied.

1. Complete the attached request for reduced or waived fees, partnership/sponsorship addendum and **attach a copy of your completed rental or equipment use application.**
2. **Submit all required information prior to application deadlines** defined at the bottom of the page so it can be reviewed at the appropriate times for Township administration to review it. Please plan a couple months ahead of time to meet these dates. Any portion of the facility use occurring prior to this review must be paid in full and will not be considered for any waiver.
3. All applicable fees and deposits must be paid prior to submittal in order for your application to be considered. **If possible, attach a copy of the receipt showing all applicable fees being paid.**
4. **If your agency is a non-profit, include a copy of your 501(c)3 documentation.**
5. The event must benefit the Cranberry Township community and be relative to the mission of Cranberry Township and/or associated Departments.

Non-Waiveable Fees:

Township managed equipment use fees, reimbursement of all Township associated expenses including but not limited to cleaning, staff time, set-up/dismantle services, custodial services, staff time associated to the event...etc. Any other fees established by Cranberry Township and/or Cranberry Township Library Board.

No-Show Fee

If an organization/individual schedules an event or any portion of a Cranberry Township managed facility or resource and has the facility rental fees waived and fails to show up and utilize the facility as defined that organization and/or associated applicant will be responsible for full rental fees and associated costs incurred by the Department of Parks & Recreation and/or Library, unless the organization and/or associated applicant cancel their facility use a minimum of seven (7) calendar days prior to the event. The organization and/or associated applicant will not be considered for future use until all applicable fees have been paid.

Facility and Field Fee Waiver Application Deadline

The review process for all fee waiver consideration takes a minimum of ten (10) business days. Keeping in mind, free use of the building can only be scheduled 60 days in advance, please plan accordingly.

