



## BOROUGH OF WEST READING

500 Chestnut Street, West Reading, PA 19611

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### Event Request for Waiver

<b>Requesting Organization:</b>	<b>Date:</b>
<b>Contact Name:</b>	<b>Phone Number:</b>
<b>Address:</b>	<b>Email Address:</b>
<b>Event:</b>	<b>Date of Event:</b>
<b>Location of the Event:</b>	
<b>What do you want waived?</b>	
<b>Identify the hardship incurred:</b>	
<b>Identify how your organization benefits the Borough of West Reading as outlined in the criteria below. Please be specific:</b>	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Waiver Policy

Organizations requesting a waiver **must** complete the Request for Waiver **prior** to the event. The request should be completed in accordance with the Waiver Policy outlined below.

#### 1. Purpose

The purpose of this policy is to establish guidelines to be used to evaluate requests for waivers and to implement a structure and process through which consistent information for waiver requests will be collected and evaluated.

#### 2. Policy

The Borough Council may, at its sole discretion, approve or disapprove waiver requests. The following general guidelines will be used to assist in determining whether a requested waiver is eligible or ineligible.

Direct Borough costs associated with any service or event may not be waived.

The Borough Council may establish a cap on the number of waivers that may be granted during any fiscal year.

Failure to abide by the rules or procedures set forth in this policy may result in the permittee being denied future waiver requests.

#### 3. Waiver Request Form

All waiver requests must include a Waiver Request form. The form may be obtained via the Borough website and/or the Borough Hall office. Waiver Request Forms must be complete, signed, and accompanied by supporting documentation to demonstrate eligibility for the requested waiver. Demonstrated eligibility does not assure approval of a waiver request.

Waiver Requests will be presented to the Borough Council for consideration at a Council meeting.