



BOROUGH OF WEST READING

500 Chestnut Street, West Reading, PA 19611

(610) 374-8273 Fax: (610) 374-8419

www.westreadingborough.com

info@westreadingborough.org

Request for Fee Waiver

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

Borough Manager Review:

Does it meet the standards set forth in the "Fee Waiver Policy?"

Yes

No

If so, which criteria:

- Raises funds to supplement Borough budgeted services.
- Raises funds for programs normally funded by the Borough.
- Raising funds for non-profit groups that have contributed substantially to the community.
- Nationally or State-affiliated program that provides programs for local youth.
- Raise funds for scholarships for West Reading students.
- Raise funds for elderly citizens.

Name of Non-Profit or Political Organization: _____

Comments:

Signature

Date

Borough Manager Signature

Date

Fee Waiver Policy

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

1. Purpose

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

2. Background

Fee waivers are an expense to the Borough's General Fund. Fees are established to pay for the cost of a service provided by a Borough department. When a waiver is granted, the Borough General Fund pays the department an amount equal to the waived fee. Only the Borough Council may grant a fee waiver request.

3. Policy

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

Fee waiver requests will be reviewed in the context of the overall budget.

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.

Eligible for fee waivers

- Borough Committees, Council, and groups that provide a direct service that is similar to, or complementary to, a Borough policy, goal, or direct service that the Borough is typically responsible for providing.
- Governmental agencies that do not receive tax funding and can demonstrate an inability to pay a Borough fee.

Ineligible for fee waivers

- For-profit organizations.
- Vendors.
- Fundraising events where attendees pay a fee for admission to the event, or, in the case of festivals, where vendors pay to participate in the event.
- Other governmental agencies – unless they can demonstrate an inability to pay the Borough fee.

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

4. Fee Waiver Request Form

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

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