



BOROUGH OF WEST READING

500 Chestnut Street, West Reading PA 19611

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

www.westreadingborough.com

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 waived?	
Identify the hardship incurred:	
Identify how your organization benefits the Borough of West Reading as outlined in the below criteria. 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.
- ☐ Raises funds for Non-Profit groups, which have contributed substantially to the community.
- ☐ Nationally or State affiliated program which provide programs for local youth.
- ☐ Raises funds for scholarships of West Reading students.
- ☐ Raises funds for elderly citizens.

Name of Non-Profit or Political Organization: _____

Comments:

Signature

Date

Borough Manager Signature

Date

Fee Waiver Policy

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with the Fee Waiver Policy stated 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 fee waiver is granted, the Borough General Fund pays the department in an amount equal to the fee waived. Only the Borough Council may grant a fee waiver request.

3. Policy

The Borough Council, may, at their sole discretion, approve or disapprove fee waiver requests. The following general guidelines will be used to assist in the determination of 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 amount of fee 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.
- Fund raising 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 as set forth in this policy may result in the respective permittee being denied for 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 complete, signed, and accompanied by supporting documentation to demonstrate eligibility for the requested fee waiver. Demonstrated eligibility does not assure approval of a fee waiver request.

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