

**ORANGE PUBLIC LIBRARY
APPLICATION FOR FACILITY FEE WAIVER**

Name: _____ Title: _____

Organization: _____

Address: _____

Phone: _____ FAX: _____ E-mail: _____

Name of Event: _____

Date of Event: _____

Description of Event: _____

The following are the conditions by which facility fees can be waived:

- Event is conducted or actively co-sponsored by the Orange (City) Public Library.
- Event is conducted by the Orange Public Library Foundation, the Friends of the Orange Public Library, or other Orange Public Library support group.
- Event is conducted by an Orange-based non-profit organization with a clear and direct tie (through mission, membership and activities) to public libraries – i.e., educational in nature; emphasis on literacy or on the importance of reading and/or writing.
- Event is conducted by a City of Orange department board or commission, and is intended for the public or community groups.
- Event is conducted by another government agency (approval by City Mgr or designee).

Signature of Requestor

Date

SECTION BELOW TO BE COMPLETED BY LIBRARY PERSONNEL

Approved

Not Approved

Library Services Director

Date