

KANKAKEE SCHOOL DISTRICT # 111  
REQUEST FOR REDUCTION OF SCHOOL FACILITY RENTAL FEES

Renting Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Building: \_\_\_\_\_ (i.e. KHS, KJHS, etc.)

Facility Space Rented: \_\_\_\_\_ (i.e. Gym, Cafeteria, etc.)

Date of Rental: \_\_\_\_\_ Purpose of Rental: \_\_\_\_\_

Name of Person Completing Request: \_\_\_\_\_

All facility rental fees are set by the Board of Education. In accordance with Board Policy and Administrative Procedure, any reduction must be requested and accompanied by a clear, detailed reason why the applicant believes fees should be reduced.

Our organization has properly, and in a timely manner, filed an application for the use of a school facility for the above-named purpose of rental. We request a reduction in the fees assessed for this rental for the following reason(s):

The specific fees requested for reduction are as follows (place amount of waiver requested in the appropriate blank):

\_\_\_\_\_ Facility Rental    \_\_\_\_\_ Custodial    \_\_\_\_\_ Security    \_\_\_\_\_ Utility    \_\_\_\_\_ Other (Specify)

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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(Board Use Only)

Waiver is \_\_\_\_\_ Approved    \_\_\_\_\_ Denied    Reason (if Denied): \_\_\_\_\_

Assistant Superintendent of Business Signature: \_\_\_\_\_

Reason (if provided):