

REQUEST FOR CITY SPONSORSHIP OR CO-SPONSORSHIP OF EVENT

Use of city equipment and personnel is limited to events approved by the City. City fees may be waived in whole or in part for city sponsored or co-sponsored events. Complete this form if you are requesting a waiver of fees and costs. Please allow two weeks for the processing of your request.

Name of Event _____

Sponsoring Organization _____

Applicant Name: _____

Proposed Date _____ Time _____

Location of Event _____

Will admission be charged? Yes No If yes, how much? _____

Are you asking that alcohol be served? Yes No

Which department of city government will be the sponsor or co-sponsor your event?

City Contact _____

If you have not been working with a city department, why should the City be a co-sponsor of your event?

Financial Information Request for Organizations Not Submitting Form 990

What is the Purpose of the organization? _____

Total of all Contributions and Grants received in previous 12 months: \$ _____

Total of all Expenses in previous 12 months: \$ _____

How are funds used? _____

List Payments made to Individuals in previous 12 months (list top three)

- 1. Name _____ Amount: \$ _____
- 2. Name _____ Amount: \$ _____
- 3. Name _____ Amount: \$ _____

INTERNAL USE ONLY	
<input type="checkbox"/> Approved	City Official _____
<input type="checkbox"/> Not Approved	