

West Lafayette Board of Parks and Recreation
Consideration of Special Request

Date submitted: _____

Date of event: _____

Describe the event: _____

Describe the nature of the special request:

a) Fee Waiver? If so, state the fees that are being requested for waiver/reduction:

b) Special Use? Describe any deviation from normal operations or special use:

Will the event be open to the public or be a private event? _____

Please attach any additional materials that you feel would be helpful for the Board in considering your request.

The West Lafayette Board of Parks and Recreation will consider requests based on various criteria, including but not limited to whether or not the Special Request will:

- be consistent with the goals and mission of the Parks Department?
- be a benefit to the West Lafayette community?
- create a disturbance or inconvenience for the West Lafayette community?
- cause the Parks Department to expend personnel time or other resources?

In addition, the Board may consider other factors as it deems appropriate from time to time.

Groups making a Special Request are required to have a representative attend the Board meeting at which their request will be considered.

(Revised 5/20/13)