



**West Lafayette Board of Parks and Recreation
Consideration of Special Request**

Date Submitted: _____ Date of Event: _____

Location of Event: _____ Number of people attending: _____

Start Time for Event: _____ End Time of Event: _____

Representative's Contact Information:

Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

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:

No _____ Yes _____ If Yes, please explain: _____

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? Public Event_____ Private Event_____

Will there be a fee charged to participate in the event? Yes_____ No_____

If so, what is the cost to participate? _____

Please attach any additional materials that you would 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 measures?

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.