



# Fee Waiver/Reduction Procedures

## WHO CAN QUALIFY FOR A REDUCTION/WAIVER?

In-District (Alameda and Contra Costa Counties) organizations/schools and agency GROUPS ONLY, holding events solely for disabled groups, senior groups and/or low-income groups that cannot afford the fees. Staff events are not considered a part of this policy.

Fundraisers, Individual and/or Family event requests are not eligible for fee reductions/waivers.

## HOW DO I APPLY FOR A FEE REDUCTION/WAIVER?

**Step 1:** Contact the District Reservations Department at 1-888-327-2757 #2 to book your reservation and secure a contract/reservation number. All picnic, camping, indoor facility, special event permits and swim groups require a contract/reservation number. The refundable deposit and transaction fees are due upon reservation booking.

**For Verification Purposes: Reservations should be booked under the agency/organization name and the representative submitting the letter of request MUST be from the same agency/organization.**

**Step 2:** Complete a letter of request on your agency letterhead addressed to Jim O'Connor, AGM-Operations and include the following information.

1. District Contract or Reservation number
2. Fees requesting to reduced/waived
3. Size of group including breakdown on number of adults and youth (i.e. 10 adults/chaperones, 25 students/seniors)
4. Include an explanation on why the normal fees cannot be paid

**Security damage deposits, late fees, and staff fees (if applicable) will not be waived.**

**Step 3:** Email letter to: [feewaiver@ebparks.org](mailto:feewaiver@ebparks.org) or mail a hard copy to:

Attn: Denise Valentine - Executive Secretary  
East Bay Regional Park District  
P.O. Box 5381  
Oakland, CA 94605

**REQUESTS MUST BE RECEIVED AT LEAST TWO (2) WEEKS IN ADVANCE OF THE RESERVED EVENT DATE.**

Please note: Changes and/or amendments to the original fee reduction/waiver will not be granted for events/trips that have occurred or will occur less than two weeks of event date.



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## SPECIAL EVENTS

For special event inquiries, email Reservations Supervisor Katy Hornbeck at [specialeventpermit@ebparks.org](mailto:specialeventpermit@ebparks.org)

Special events and/or Indoor Facility requests may require up to 90 days' notice. Requests for fee reductions/waivers for these events must be submitted within (5) business days of booking event.

## Ardenwood Historic Farm & Black Diamond Mines

Fee Reductions ONLY

### HOW DO I APPLY FOR A FEE REDUCTION?

**Step 1:** Contact and schedule your trip with Bernadette Cruz at 510-544-3289 for Ardenwood and Ruth Middleton at 510-544-2759 for Black Diamond.

**Step 2:** Complete your request on your agency letterhead addressed to Anne Kassebaum, Chief of Interpretive & Recreation Services and include the following information:

1. Event date(s)
2. Naturalist email confirmation
3. Size of group with breakdown of number of adults and youth. (i.e. 10 adults/chaperones, 25 students)
4. Include explanation of why the normal fees cannot be paid.

**Step 3:** Email letter to [feereduction@ebparks.org](mailto:feereduction@ebparks.org) or mail a hard copy to:

Attn: Mycile Cahambing - Sr. Office Specialist  
East Bay Regional Park District  
P.O. Box 5381  
Oakland, CA 94605