



# 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 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 the 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, transaction, late, 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

The letter of request must be received by the Park District within (5) business days of the reservation booking 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, send an email to: [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. Size of group with breakdown of number of adults and youth.  
(i.e. 10 adults/chaperones, 25 students)
3. 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: Kym Anderson - Sr. Office Specialist  
East Bay Regional Park District  
P.O. Box 5381  
Oakland, CA 94605