

Fee Waiver/Reduction Procedures

Who can qualify for a Fee Reduction or Waiver?

In-District (*Alameda and Contra Costa Counties*) organizations and/or schools and agency groups ONLY, holding events solely for disabled, senior, and/or low-income groups that cannot afford the fees. Annual/team building 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 or Waiver?

Contact the Park District Reservations Department at 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 the transaction fees are due upon reservation booking.

For Verification Purposes: Reservations must be booked under the agency/organization name by the agency/organization representative.

Submit a letter of request on your agency/organization letterhead addressed to Jim O'Connor, AGM-Operations and include the following information.

- Contract or Reservation number
- Fees requesting to be reduced/waived
- Size of group including breakdown with number of adults and youth (i.e., 10 adults/chaperones, 25 students/seniors)
- Provide explanation why the normal fees cannot be paid by your organization

Email letter to: feewaiver@ebparks.org or mail a hard copy to:

Denise Valentine – Sr. Executive Assistant
East Bay Regional Park District
P.O. Box 5381
Oakland, CA 94605

Special Events

For special event inquiries, send an email to specialeventpermit@ebparks.org Special events and/or Indoor Facility requests may require up to 90 days' notice.

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

Organization letter of request must be submitted to the specified District email address within (5) business days of the reservation booking date and **no later than ten (10) business days** prior to the event date.

Requests for changes and/or amendments to the original fee reduction/waiver request will not be considered for events/trips that have occurred or will occur less than 5 business days of event date.

Ardenwood Historic Farm & Black Diamond Mines

Fee Reductions Only

How do I apply for a Fee Reduction?

Ardenwood Historic Farm

Contact and schedule your trip with Bernadette Cruz at bcruz@ebparks.org

Black Diamond

Contact and schedule your trip with Susan Chambers at schambers@ebparks.org

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

- Event date(s)
- Size of group with breakdown of number of adults and youth. (i.e., 10 adults/chaperones, 25 students)
- Provide explanation of why the normal fees cannot be paid by your organization

Email letter to: feereduction@ebparks.org or mail a hard copy to:

Andrea Jones – Sr. Administrative Specialist
East Bay Regional Park District
P.O. Box 5381
Oakland, CA 94605

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Requests for changes and/or amendments to the original fee reduction/waiver requests will not be considered for events/trips that have occurred or will occur less than 5 business days of event date.