

**Catoosa County School's Performing Arts Theater  
At Ringgold High School**

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Contact Connie Coker by phone or email [ccoker.rhs@catoosa.k12.ga.us](mailto:ccoker.rhs@catoosa.k12.ga.us)

**Request for Fee Exemption for Non-Profit Organization**

Name of Group/Organization Hosting Event: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_

**Procedure:**

To request an exemption from fees, this form and supporting documents are required. This information will be reviewed and the sponsoring organization/individual will be notified as to the results of the request.

**Questions Responses**

1. Is the sponsoring organization/individual a Catoosa County resident? \_\_\_ Yes \_\_\_ No
2. Will donations or admissions be taken for this event? \_\_\_ Yes \_\_\_ No
3. Are Catoosa County residents actively engaged in the performance of the event? \_\_\_ Yes \_\_\_ No
4. Will 100% of admissions or donations benefit a Catoosa County school or civic need? \_\_\_ Yes \_\_\_ No
5. If Yes is acknowledgement letter from organization being supported attached? \_\_\_ Yes \_\_\_ No
6. Is this event free from outside contracted services other than tickets, programs, or advertising?  
\_\_\_ Yes \_\_\_ No
7. If No, what services are being contracted: \_\_\_\_\_
8. How are these services being used: \_\_\_\_\_

**Please attach any supporting documents to this application to support an exemption status.**

**How will the proceeds from your event be used:** \_\_\_\_\_

*I hereby state that the information in this application and all supporting documents is true and accurate and that, if approved, I will abide by the rules and regulations for the use of public school buildings as set by the Catoosa County Board of Education.*

*I agree to the responsibilities state above.* \_\_\_\_\_

*Signature*

*Date*