



## Standard Operating Procedure

### Receiving a Discount for Reservation

Access the "Non-Profit Discount Request Form" on our website or request a copy by contacting our office at **501-371-4770** or [Parksreservations@littlerock.gov](mailto:Parksreservations@littlerock.gov)

#### Eligibility Requirements for a 50% Discount (for City of Little Rock employees only)

- A **Discount Request Form** is not required for a City employee.
- Must be a current city employee.
- The employee must present a city issued ID badge and must be presented at the time of rental.
- Must present a valid Arkansas driver's license.
- The discount is to be given to City employees only and not extended to family members or friends.
- The discount applies to the total cost of the event or service, excluding any taxes or fees.
- Discount may be applied for:
  1. Community Centers (Facility Rental only)
  2. Park/Pavilions

#### Eligibility Requirements for a 50% Discount (for City of Little Rock Neighborhood Associations)

- **Definition:** Neighborhood groups/organizations act as a stabilizing force in a neighborhood by bringing people together to address needs, problems or issues. Neighborhood organizations can become a partner with the city in addressing problems or needs and can provide a forum where pressing issues can be discussed. Neighborhood organizations can be organized in a variety of ways, usually to fit the particular needs of a neighborhood. The organization may be formed to address a particular issue or problem or to maintain common areas within a subdivision.
- Associations will need to be a registered association on the City of Little Rock website at <https://littlerock.gov/government/city-departments/planning-and-development/helpful-information/> by the completion of the Update Form online.
- The discount will be given to association's president/vice president that is listed.
- The discount applies to the total cost of the event or service, excluding any taxes or fees.
- Discount may be applied for:
  3. Community Centers (Facility Rental only)
  4. Park Pavilions

## **Eligibility Requirements for a 25% Discount for City of Little Rock Citizens**

- Complete a **Discount Request Form**.
- The organization must be a registered non-profit with 501(c)(3) status or equivalent.

### **Verify Your Eligibility**

- Gather documentation that proves your non-profit status, such as the IRS 501(c)(3) determination letter or equivalent. Must be presented at the time of rental.
- The discount is applicable only to events or services directly related to the organization's mission.
- The discount applies to the total cost of the event or service, excluding any taxes or fees.

### **Discount may be applied for a:**

- Community Centers (Facility Rental only)
- Park/Pavilions

### **501 (c)(3) Groups may include:**

- Churches and religious organizations
- Charitable organizations
- Private foundations
- Civic Leagues
- Social Clubs



## Discount Request Form

25% discount for registered 501(c)(3) organizations.

Date: Completed: \_\_\_\_\_

Renting Organization: \_\_\_\_\_

Contact's Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is an IRS 501-3C certificate/letter required? Yes  No  **If yes, please attach certification letter.**

Event Date: \_\_\_\_\_ Estimated Number of Attendees \_\_\_\_\_

Name of Event \_\_\_\_\_

Will event be advertised on social media? Yes  No

Pavilion(s) Requested: Yes  No

Pavilion Name: \_\_\_\_\_

Open Space Requested: Yes  No

Area : \_\_\_\_\_

**By signing this application, I do hereby state that the information contained in this application is true and correct to the best of my knowledge and belief as of the date this request is submitted.**

Please provide a photographed copy of an Arkansas driver's license \_\_\_\_\_ Exp: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_