



# ORGANIZATIONAL DECLARATION AFFIDAVIT

\_\_\_\_\_  
COMPLETE NAME OF ORGANIZATION

\_\_\_\_\_  
FISCAL YEAR

## NON-RELIGIOUS GROUPS MUST SELECT ONE OF THE FOLLOWING

- Non-Profit (IRS Tax Exempt Approved):** Our organization has qualified for exemption from Federal income tax under section 501 (a) of the Internal Revenue Code as an organization described in section 501 (c) of the Code. *Attach a copy of the IRS Federal Income Tax Exemption Letter.*
- Non-Profit (IRS Tax Exempt Application Pending):** Our organization has filed an application for exemption from Federal income tax and the Internal Revenue Service has sent an acknowledgement of our request. *Attach a copy of the Internal Revenue Service Letter of Acknowledgement of Your Request for Exemption from*
- Non-Profit (IRS Tax Exempt Application Submitted):** Our organization has filed an application for exemption from Federal income tax and the Internal Revenue Service has not sent an acknowledgement of the request. *Attach a copy to the completed User Fee for Exempt Organization Determination Letter Request - Form 8718.*
- Not-for-Profit Group:** Our organization has not filed for Federal income tax exemption; however, we do not operate for profit or collect money from other groups or individuals for items or services. Any money collected by our organization is only to be used to cover the cost of insurance and minimal expenses necessary for the purpose that our organization uses public facilities.
- Commercial:** Our organization is a commercial enterprise that does collect money from other groups or individuals for items or services. As such, we acknowledge that our organization must pay all usage fees and custodial overtime costs directly to the Board of Education's Operations Office for the use of school facilities.

## RELIGIOUS GROUPS MUST SELECT ONE OR BOTH OF THE FOLLOWING

- Religious:** Our organization is a group that uses school facilities for religious purposes. We acknowledge that our organization must pay all usage fees and custodial overtime costs when school facilities are used for religious purposes. Payment shall be made directly to the Board of Education's Operations Office.
- Religious:** Our organization is a religious group that uses public facilities for recreational and/or athletic purposes. We acknowledge that our organization is subject to all organizational accreditation requirements.

## THIS STATEMENT MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC

*I am authorized to make this Affidavit on behalf of our organization. This Affidavit is made voluntarily and for the purpose of obtaining the use of public facilities. I agree to notify the Department of Recreation & Parks' Facility Scheduling Office within 10 days if the status of our organization changes during the calendar year. I understand that knowingly signing a false Affidavit may constitute perjury punishable under law.*

\_\_\_\_\_  
PRINTED NAME OF AFFIANT

\_\_\_\_\_  
SIGNATURE OF AFFIANT

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
STATE

\_\_\_\_\_  
COUNTY

\_\_\_\_\_  
COMMISSION EXPIRATION

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_  
before me, a Notary Public for said County, personally appeared

\_\_\_\_\_ of \_\_\_\_\_

and stated that the matters and facts set forth in the foregoing Affidavit are true to the best of his/her knowledge, information and belief. He/she acknowledged that he/she executed the Affidavit for the purposes herein contained and that they had full authority to execute same. As witness my hand and official seal:

SEAL

\_\_\_\_\_  
PRINTED NAME OF NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
DATE SIGNED