

FACILITY USE FEE WAIVER REQUEST

Administrative Policy on Use of University Facilities

Under circumstances where it is demonstrably in the best interest of the University and there is a documented fair exchange of value, the President or President's designee(s) may reasonably reduce or waive the facility use fee. The application requirements for the reduction or waiver of a facility use fee are outlined in the Facility Use Procedural Guidelines. Other University units may not negotiate the reduction or waiver of facility use fees.

(Facility Use Policy, V. F. Fees and Charges, Executed 2015)

Date Submitted: _____ Date of Event: _____

University Unit/Event Owner: _____

Non-University Organization: _____

Event Name: _____

Type of Event: _____

Expected Attendance Number: University Guests: _____ Off-Campus: _____

Is this a Fundraiser? Yes No

Is the University receiving any financial benefit from this Event? Yes No

If yes, please explain:

Facility Lease Agreement Amount: _____ Requested Discount: _____

Justification for Request:

University Use

Approved: Amount Waived: _____

Denied: Comments: _____

Signed: _____ Date: _____

Darrell Haydon,
Vice President, Business and Finance