

Request for Further Reduction of Facility Use Fees

University Hosted/Sponsored Events will be granted a 50% reduction of facility fees. Facility fee reduction greater than 50% may be granted only in exceptional circumstances and on a limited basis. All requests for exception require approval from the Dean of the College, VP, or Administrator that demonstrates a significant benefit to the University. This request should be submitted to Conference & Events Services (CES) at ces@humboldt.edu who will route the request to the VP of Administrative Affairs for approval.

University Dept Hos	sting/Sponsoring Event:				
Event Name:					
External Organizati	on:				
Type of Business:	Local non-profit youth group	/school 1	ype of Event:	Fundraiser	
	Other non-profit organization	n		Community Event	
	For Profit or Non-Governmen	tal Agencies		Private Event	
Date(s) of Event: Expected H				Head Count:	
Facilities/Location	of Event:				
	y use fees requested: sts e.g., personnel and equipment	75% t costs will not b	100 e waived/reduced)	%	
Are fees, such as re	gistration or admittance, beinç	g collected?	Yes	No	
If yes, explain how t	the fees will be used:				
Requestor:			Date:		
Dean or VP Approval:			Date:		
	University Adn	ninistration Us	e Only		
Full rate rental fees	- Facilities: \$	Personnel/Equipment: \$			
% of reduced facility	y use fees approved	50% (standard	75	100%	
Comments:					
VP of Administrativ	e Affairs or Official Designee:				
		anature		Date	