

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](mailto:ces@humboldt.edu) who will route the request to the VP of Administrative Affairs for approval.

**University Dept Hosting/Sponsoring Event:** \_\_\_\_\_

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

**External Organization:** \_\_\_\_\_

<b>Type of Business:</b>	Local non-profit youth group/school	<b>Type of Event:</b>	Fundraiser
	Other non-profit organization		Community Event
	For Profit or Non-Governmental Agencies		Private Event

**Date(s) of Event:** \_\_\_\_\_ **Expected Head Count:** \_\_\_\_\_

**Facilities/Location of Event:** \_\_\_\_\_

**% of reduced facility use fees requested:** \_\_\_\_\_ 75% \_\_\_\_\_ 100%  
(Additional direct costs e.g., personnel and equipment costs will not be waived/reduced)

**Are fees, such as registration or admittance, being collected?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, explain how the fees will be used:**

**Event description and justification for the request that demonstrates significant benefits to the University:**  
(Financial need is insufficient as a sole reason for exception.)

**Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean or VP Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### University Administration Use Only

**Full rate rental fees** - Facilities: \$ \_\_\_\_\_ Personnel/Equipment: \$ \_\_\_\_\_

**% of reduced facility use fees approved** \_\_\_\_\_ 50% (standard) \_\_\_\_\_ 75% \_\_\_\_\_ 100%

**Comments:**

**VP of Administrative Affairs or Official Designee:** \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_