

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 spacerentals@humboldt.edu who will route the request to the VP of Administrative Affairs for approval.

University Dept Hosting/Sponsoring Event: _____

Event Name: _____

External Organization: _____

Type of Business:	Local non-profit youth group/school	Type of Event:	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.) Please include any documents related to justification when you send the form.

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