

## **Instructions on How To Complete the Request for Waiver of University Facility Rental Charge Form**

**(All requests are preferred a minimum of 14 days prior to the event!)**

- **Your Name:** Enter First & Last Name (Please print if not completing the form electronically)
- **Date of Event:** Enter Date of Event Here
- **Start Time of Event:** Enter Start Time of Event Here
- **End Time of Event:** Enter End Time of Event Here
- **Name and Description of Event:** Enter Name of Event Here – please use the name of the event that the facility is reserved under. Please enter a Description of the Event Here.
- **University department hosting / organizing the event:** Enter the name of the department hosting or organizing the event. This should match the information on file with reservations (when you reserved the space/facility).
- **If applicable, internal or external sponsor(s) or co-sponsor(s):** Whoever is hosting the event or co-hosting the event.
- **Facility and room(s):** Enter the name of the facility and the room number and/or room name. This should match the information on file with reservations (when you reserved the space/facility).
- **Rental charge:** Enter the rental charge information given for the facility rental only – this should be verified by reservations if you are unsure.
- **# of external attendees anticipated:** Total who are **not** faculty, staff, or a student
- **Parking waiver requested:** Check yes if you want to request a parking waiver; check no if not.
- **Type of Event:** Check off the “Type of Event” you are having. Please see the descriptions listed below to verify that you are checking off the correct event type. These are taken directly from the NKU Policy on Fees and Service Charges.

**If you check off Non-Profit/University Outreach** please be sure to utilize the drop down box to pick the specific type of regional stewardship. This is so we can track our facility usage for outreach activities. It will be the same choice as that in Digital Measures.

### **a. External Commercial Event**

Fees assessed to commercial organizations and private individuals should be priced at market competitive rates. In addition, the commercial organization or private individual should be charged for any damages related to the event. Any waiver of the approved rate must be approved by the appropriate Vice President or the President subject to the guidelines detailed below.

### **b. Non-Profit / University Outreach**

In order to support the charitable efforts of our community, outreach, and regional stewardship, discounted fees may be established for external non-profit organizations, university outreach efforts, and regional stewardship events. In addition, external non-profit organizations should be charged for any damages related to the event. Any waiver of the approved rate must be approved by the appropriate Dean or Director or higher level position.

### **c. Student Event**

In order to support our student body, discounted fees may be established for student organizations. These discounted fees may be tiered to differentiate type of student events such as those events which are held for no charge, those events held which charge fees intended to cover direct costs, and those events held which charge fees exceeding direct costs. In addition, student

organizations holding after-hours events should be charged the appropriate additional direct costs of the event which result from keeping the facility open longer than standard operating hours. In order for an event to be considered a student event, the event must be predominately attended by university faculty, staff, students, parents, prospective students, prospective staff, alumni, major donors, and others normally considered a part of the university community. Any waiver of the approved rate fee must be approved by the appropriate Dean or Director or higher level position.

**d. Internal Event**

Fees may not be charged to internal university departments for the use of a university facility for an internal event.

Internal events include those events which are either:

- a) Hosted or sponsored by a university department and predominately attended by university faculty, staff, students, parents of students, prospective students, alumni, major donors, university related foundations, and others normally considered a part of the university community
- b) Hosted or sponsored by a university department and held primarily for the direct benefit of these same constituents identified above even though the event may not be attended predominately by these constituents.

If the event does not meet these qualifiers, or if a charge for the event is being assessed in excess of direct costs, or if any university constituent as identified above is being compensated either directly or indirectly for the event, the event will be considered an internal commercial event and the lower of the external commercial rate or the non-profit rate will be charged. Any waiver of the approved rate fee must be approved by the appropriate Dean or Director or higher level position.

- **Please briefly describe how the event advances the mission of the university (additional information may be attached):** Self Explanatory
- **Will this event generate revenues in excess of direct costs or result in financial gains by:**  
**-any department/organization/individual hosting the event, OR**  
**-any individual, either directly or indirectly associated with:**  
**-the department/organization/individual hosting the event, OR**  
**-any university faculty, staff, students, parents of students, prospective students, alumni, major donors, university related foundations, and/or others normally considered a part of the university community?**

**For Example: Are you paying an alumnus/faculty member to speak at the event?  
Will someone other than the University obtaining financial gains?**

Check Yes or No to the question above.

- **If the answer is yes, please provide more detailed information with specifics (in relation to the question). Additional information may be attached.** Self explanatory
- **I approve a full waiver of the appropriate facility rental charge for this event.** This is where you will get a signature (or a confirmed email approval) from your Dean/Director or higher level position (depending on your area/department) for approval of the waiver.

Once you complete the form you will need to provide a copy of the approved form (including a copy of the electronic approval if sent via email) **to the following locations:**

- a. The Area(s) assessing the charge(s).
- b. If a parking waiver is requested: Business Operations & Auxiliary Services ([meeksa@nku.edu](mailto:meeksa@nku.edu)) and they will contact you.

-[Verification process](#) of the “Request for Waiver of University Facility Rental Charge” form.

-[Example](#) of a completed Request for Waiver of University Facility Rental Charge form.

## **Important Things to Know**

- ❖ Waivers are approved by your Dean/Director or a higher level position, not the Budget Office, or the facility charging you the rental fee.
- ❖ Be sure to discuss with the unit you are renting from fees that are not associated with your rental or waiver (if approved), such as equipment rental.
- ❖ If you are requesting parking waivers, you do not need a separate form. There is a check off box on the Request for Waiver of University Facility Rental Charge form.
- ❖ All requests are preferred a minimum of 14 days prior to the event, especially if you are requesting a parking waiver.
- ❖ The 14 day prior to the event request means completion and approval of the waiver form, not the reserving of the actual facility.
- ❖ If you are requesting a parking waiver (which is part of the Waiver form), they will contact you directly after they receive a copy of the approved waiver form from you.