

## Verification Process for Request for Waiver of University Facility Rental Charge(s)

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

1. Review University Facility Rental Charge Policy to verify “Type of Event” prior to scheduling.
2. Call and schedule desired facility. Be sure to verify all charges associated with your rental, including any equipment or items that are not directly related to facility rental charges (these additional charges are not a part of the waiver process).
3. Review waiver guidelines to make sure that you qualify for a full or partial waiver prior to submitting Request for Waiver form.
4. If you qualify for a full or partial waiver, fill out the “Request for Waiver of University Facility Rental Charge” form.
5. Upon completion of the “**Request for Waiver of University Facility Rental Charge**” form, you must obtain approval by means of a signature on the form or via electronic email (Approval must be granted from a Dean/Director or a higher level position).
6. Once approved, please 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.

### Important Things to Know

- ❖ Waivers are approved by your Dean/Director or a higher level position, not the Budget Office, or area assessing the rental charge.
- ❖ Be sure to ask about 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.