

Verification Process for Reduced Fee Request form of Student Union or University Center Rental Charge(s)

(All requests must be submitted a minimum of 21 days prior to the event!)

1. Review Student Union and University Center Facility Rental Charge Policy to verify “Type of Event” prior to scheduling
2. Schedule desired facility on-line. Be sure to verify all charges associated with your rental, including any equipment or items that are not directly related to facility rental charges
3. Once approved, please provide a copy of the approved form (including a copy of the electronic approval if sent via email) to the following location:
 - a. SU 114(Sarah Aikman) aikimans1@nku.edu

Important Things to Know

Fee reductions are approved by your Dean/Director then the Vice President of that unit with final approval by the Vice President of Administration and Finance.

Be sure to ask about fees that are not associated with your rental, such as equipment rental.

All requests must be submitted a minimum of 21 days prior to the event. This means completion and approval of the reduction form, not the reserving of the actual facility.

Instructions on How To Complete the Student Union and University Center Fee Reduction Request Form

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/space 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.

Financial Sponsorship of the event: List all sponsors whether they're providing financial support or in-kind donations.

Registrations Fee for the event: List cost per delegate

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 reservationist of the facility if you are unsure.

Number of external attendees anticipated: Total who are **not** NKU faculty, staff, or a student

Number of internal attendees anticipated: Total who **are** NKU faculty, staff, or a student

Type of Event: Check off the "Type of Event" you are having.
_____Commercial _____Non-Profit/University _____Student

Please briefly describe how the event advances the mission of the university (additional information may be attached): Self Explanatory

Obtain necessary signatures on the form and submit to the appropriate people

**REDUCED FEE REQUEST FORM FOR STUDENT UNION AND UNIVERSITY CENTER
FACILITY RENTAL CHARGE(S)**

Please complete this form and obtain appropriate signatures at least 21 days in advance of the event. Electronic approvals via email are acceptable as long as the form is filled out completely. Forward completed form to Sarah Aikman, SU 114.

Your Name:

Date of Event:

Start Time of Event:

End Time of Event:

Name and Description of Event:

University department hosting/organizing the event:

Event sponsors not affiliated with NKU (please list all sponsors, internal, external or co-sponsors):

Are these sponsors providing financial support or sponsorship? ☐ Yes ☐ No If yes, please provide details of the sponsorship.

Registration Fee for delegates attending:

Facility and room(s):

Rental charge:

Number of external attendees anticipated:

Number of internal attendees anticipated:

Type of event: ☐ External Commercial ☐ Non-Profit/University ☐ Student

Please describe how the event advances the mission of the university:

"Fronting"

Events scheduled in the Student Union/University Center are primarily for the members of NKU and must comply with the policy prohibiting "fronting". Fronting occurs when an on-campus organization is used to represent primarily the interests of an off-campus group. The Student Union/University Center does not recognize co-sponsorship between non-University groups and student organizations or campus departments when the co-sponsorship seeks to reduce applicable costs for facilities or services. Groups should not use their privileges for access to NKU spaces inappropriately to "front" for a non-university group or commercial vendor in order to avoid or reduce rental rates. On campus organizations can only reserve space for events of which they directly sponsor, are integrally involved in, and will attend.

Users that misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately, may incur additional charges and may have reservation privileges suspended.

Please sign that you have read the above statement: _____

I am requesting that the fees for this event be covered by:

☐ My department

☐ My division

☐ Requesting Fees be reduced. If requesting fees to be reduced please provided a written rationale. The group will incur some costs for the program/event. No event/program will have its fees reduced by 100%

Required signatures:

Dean or Director:

Unit Vice President:

Final Approvals:

Assistant Vice President of Business Operations and Auxiliary Services:

Vice President of Administration and Finance:

Approved:

Approved with Modifications:

Denied: