

**WAIVER 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 Student Union Main Office, SU 192.

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 Attendees Anticipated: *Internal*  *External*

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 and/or 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 and 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 Waived. If requesting fees be waived, please provide written rationale below.

**Required Signatures**

Dean or Director:

Unit Vice President:

Assistant Vice President of Student Engagement and Inclusiveness:

Vice President of Administration and Finance:

Approved

Approved with Modifications

Denied