

## Fee Waiver Request

The facility use fee may be waived upon approval of the Event Approval Committee. The facility use fee may be waived for events that; 1) are affiliated with UNTHSC through a community partnership or relationship that is mutually beneficial to both organizations; 2) a UNTHSC employee is a board member, officer, or similar position in the requesting group; 3) serve a civic, charitable, or humanitarian purpose.

Affiliated and unaffiliated groups requesting a fee waiver request must submit this form to the Room Scheduler for approval. Please note that not all fee waiver requests are granted.

**Event/Group Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**No. of Attendees:** \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

**Affiliation with UNTHSC:** \_\_\_\_\_

**Reason for requesting the fee waiver:** \_\_\_\_\_

**Requested amount of fee waiver:**

**Room \$** \_\_\_\_\_ **AV \$** \_\_\_\_\_ **Facilities \$** \_\_\_\_\_

**Contact Person/Phone/Email:** \_\_\_\_\_

\_\_\_\_\_  
Room Scheduler Received / Date

\_\_\_\_\_  
VP Administration and Chief of Staff / Date

\_\_\_\_\_  
Facilities Management / Date

\_\_\_\_\_  
VP Community and Alumni Relations / Date

\_\_\_\_\_  
CETS Office / Date

\_\_\_\_\_  
VP of Operations / Date