



KUTZTOWN UNIVERSITY

CONFERENCE AND EVENT SERVICES

**Schock Education House
Kutztown University
Kutztown, PA**

An event must meet all of the following guidelines in order to be considered for fee waiver/reduction:

1. The event must support the Kutztown University's mission and goals statement.
2. The event must serve some civic or community service.
3. The event must be charitable in nature.
4. No admission or fee of any kind may be charged (entry fee, conference fee, etc).
5. The event must be available to the general public.

The event coordinator must submit the Facility Rental Fee Waiver/Reduction Request form to the Office of Conference and Event Services for the fee waiver/reduction to be considered. The waiver is for facility rental fees only, all personnel costs and hard costs would still be the responsibility of the customer.

Kutztown University, through the President and/or his designee, reserves the right to decide which activity may or may not be held on campus, as well as the right to reduce or waive listed charges.



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Schock Education House
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FACILITY RENTAL FEE WAIVER/REDUCTION REQUEST FORM

To: Office of Conference and Event Services

Date: _____

From: _____

Phone: _____ Email: _____

Event Name: _____

Event Date Requested: _____

Rooms/Spaces/Buildings Requested: _____

Reason for Waiver/Reduction:

Signature: _____

Organization Sponsoring Event: _____

Please Note: If funds are being raised from an event held on campus where a facility charge is applicable, then a written statement on organizational letterhead indicating that funds collected will be used for charitable purposes must accompany the Facility Rental Fee Waiver/Reduction form. All fee waivers/reductions must meet Kutztown University's guidelines for fee waivers/reductions (attached).

For Office Use Only:

Fee Waiver: _____ Fee Reduction: _____ Amount of Reduction: \$ _____

Denied: _____ Reason: _____

Director of Campus and Event Programs: _____

AVP Recreational Services and Athletic Resources: _____