



## **UNIVERSITY FACILITY - FEE WAIVER/REDUCTION GUIDELINES**

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

1. The event must support the 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,...)
5. The event must be available to the general public.

The 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 the listed charges.



*McFarland Student Union*

### Fee Waiver Request Form

To: Office of Student Union and Involvement Services

From: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Room/Space Reserved: \_\_\_\_\_

\*Department/Charity/Organization Name: \_\_\_\_\_

\*Department/Charity/Organization Contact: \_\_\_\_\_

Reason for Request:

Signature: \_\_\_\_\_

Organization Sponsoring Event: \_\_\_\_\_

-----  
\*If funds are being raised from an event held in the MSU 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 Fee Waiver Request Form. All fee waivers must meet the University's guidelines for fee waivers (attached).

Student Union and Involvement Services  
Kutztown University  
274 McFarland Student Union  
Kutztown, PA 19530  
610-683-4087 (ph)  
610-683-4723 (fax)

-----  
For Office Use Only

Student Union and Involvement Services: \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Student Affairs: \_\_\_\_\_ Date \_\_\_\_\_