



Facilities Fees Waiver Request Guidelines and Instructions

Waiver requests must be submitted prior to the event and prior to the applicable semester deadline: fall program requests must be submitted by the first Tuesday after Labor Day and spring/summer program requests must be submitted by the first day spring classes. Applications should be submitted to the Campus Life Office located in Fisher University Union, Room 2041 or emailed to clreservations@uncw.edu.

Current UNCW Student Organizations who wish to request a fee waiver must complete this form in its entirety. Please attach any other documents to help describe your event.

FEE WAIVER CRITERIA and INFORMATION

- The Facility Fee waiver request is only available to currently registered UNCW student organizations.
- Event that student group is sponsoring:
 - Must be classified as a “fundraiser” – there will be a charge to attend the event (taking donations at the door and sponsorship are also considered charging).
 - All proceeds (once expenses are paid) must be given to a charitable organization, not used for the benefit of their organization – documentation will be needed once donations are made. If any party associated with the event is salaried, the waiver will not be considered.
- Waiver applications only applicable to facilities fees. Equipment and staff will still be charged at the appropriate rate.
- Requesting group will be required to present this request in person to the Campus Life Advisory Board.

After the Event:

*****An event evaluation form (attached) MUST be completed and returned to the Campus Life Office no later than fourteen (14) days after the event ends. Failure to do so could result in loss of future waivers.*****



CAMPUS LIFE FACILITIES FEE WAIVER REQUEST

Requests must be submitted prior to the event and prior to the applicable semester deadline: fall program requests must be submitted by the first Tuesday after Labor Day and spring/summer program requests must be submitted by the first day spring classes.

Name of Student Organization

Person Submitting this Form Date

Event Name

Phone/ E-Mail

Date and Time of Event

Location of Event

\$ _____
Facility fee amount requested to be waived

Estimated Attendance: _____

Admission Price: Student _____ Faculty/Staff _____ Other _____ None _____

Group/Organization who will be receiving your donation after the event:

Contact information:

Description of Event:

Goals of Event:

CAMPUS LIFE ADVISORY BOARD: APPROVED _____ DENIED _____

Director of Campus Life Facilities and Services

Date

REASON FOR DENIAL: _____

Event Budget Details

(Must be submitted with both the Waiver Request and the Event Evaluation)

Income

SOURCE	Description	Estimated	Evaluation
		Budget	Use Only
		Budget	Actual
Ticket Sales	Student		
	Faculty/Staff		
	Other		
Other/Donations			
Total Income			

Expenses

PROGRAM	Description, Quantity, Notes, etc	Budget	Actual
Equipment			
Food			
Entertainment			
Sound/Light			
Other			
Sub-Total			

PUBLICITY	Description, Quantity, Notes, etc	Budget	Actual
Sub-Total			

TOTAL EXPENSES			
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Signature _____ Date _____

Campus Life Facilities Fee Waiver Event Evaluation

Complete and return this form AND updated financial report to the Campus Life Office (Fisher University Union, 2041 or CLReservations@uncw.edu) no later than fourteen (14) days after the event ends.

Name of Student Organization

Event

Date

Actual Attendance:

Student _____

Staff/Faculty _____

Community _____

PLEASE COMPLETE THE **BUDGET REPORT** WITH THE ACTUAL COST OF THE EVENT IN THE '**ACTUAL**' **COLUMN**

Total Income \$_____

Total Expenses \$_____