

SCF FEE WAIVER Request Form

1. EVENT INFORMATION

Event Name:		Event Number:	
Organization:			
Billing Address			
Contact:			
Phone/Email			
Event Description			
Campus:		Building/ Room:	
Date		Day	
Set-up Time		Start Time	
		Attendance	
		Ending Time	

2. OTHER INFORMATION (to be filled out by department requesting the waiver)

Admission Charge	
Projected Revenue	
Will SCF staff/students be attending?	
Describe direct benefit to SCF student/staff:	
How will benefit be tracked?	
SCF Dept Recommending:	
Security or Custodial needed:	
Has a fee waiver been granted for this group before? If yes, when:	

3. RENTAL FEES (to be filled out by Auxiliary Services)

Projected Space/Room Rental Fees		<input type="checkbox"/> Requested to be waived
Insurance Reimbursement Fees		<input type="checkbox"/> Requested to be waived
Additional Security		<input type="checkbox"/> Requested to be waived
Custodial		<input type="checkbox"/> Requested to be waived
SCF Staff Required for the Event		<input type="checkbox"/> Requested to be waived
SCF Administrative Staff Hours		<input type="checkbox"/> Requested to be waived
Event Total Before Fee Waiver		Total of Fees
Requested Fee Waived Total		*See checked boxes
SCF Department Requesting the Fee Waiver	Signature/Comments:	
VP, Operations Recommendation	<input type="checkbox"/> Approve Fee Waiver <input type="checkbox"/> Do not Approve Fee Waiver Comments:	

☐ Approve Fee Waiver ☐ Do not Approve Fee Waiver

Signature/SCF President

Date

FEE WAIVER POLICES/PROCEDURES

Fee waivers for space use must be submitted to Auxiliary Services at least 30 days prior to the event. Auxiliary Services will calculate related fees and hard costs then forward it to the VP of Business & Administrative Services who will forward to the President with their recommendations.

Once a decision has been made on the fee waiver Auxiliary Services will contact the requestor to inform them. Please keep the following in mind for fee waivers:

- A submission of a fee waiver is no guarantee fees will be waived.
- Fee waiver consideration covers normal services during regular college operating days and hours. Any requests for additional equipment, staff or outside of normal operating hours will still be subject to additional fees.
- If SCF must bring in staff or contracted services to work the event those fees will not be waived. This includes, but is not limited to security, custodial, auditorium staff, IT, facilities or any other administrative personnel.
- Only the SCF President can waive all fees for an event.
- Only one fee waiver per group will be granted per year at SCF.
- If fee waiver is granted the group must meet the insurance requirements.
- All external events (anything that is not an internal SCF event or class) must have a signed contract for their event and a valid certificate of liability insurance.