

FACILITY RENTAL WAIVER REQUEST

Waivers are applied to facility rental costs only. They do not apply to staffing, equipment, or other event costs.

Organization Name		Name of Person Completing Request	
Title of Event		Event Date	
Location Requested (Check one only. See notes below): <input type="checkbox"/> The Pyramid* <input type="checkbox"/> Carpenter Performing Arts Center* <input type="checkbox"/> University Student Union**		Event Time Begin: _____ End: _____	Estimated Attendance
Has this event ever been held in this facility before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, did the Associated Students waive your rental fees?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the amount of the facility rental waiver you are requesting?		\$ _____ <i>Attach copy of reservation form verifying amount</i>	
Description of Event			
Justification for Waiver of Rental Fees			
Signature		Signature	
Student Representative	Date	Student Life & Development Advisor	Date
Student Email:			
Student Phone #:			

NOTES

**Approval of this form by the A.S. Board of Control constitutes an endorsement of your request to have rental fees waived by the Pyramid or the Carpenter Performing Arts Center. It does not guarantee waiver of any such fees since neither facility is owned or operated by the Associated Students, Incorporated. Any decision to waive fees is at the sole discretion of the management of the Pyramid and the Carpenter Performing Arts Center.*

***Waivers of University Student Union rental fees are only granted for pre-collegiate student outreach events and cultural graduation celebrations sponsored by CSULB recognized student organizations.*