



SAINT VINCENT COLLEGE

Request to Waive or Discount Facility Fees for External Groups

This request must be submitted to the Office of Events and Conference Services 7 days prior to your event.

Name of Event: _____ Phone: _____

Date & Time of Event: _____

Location of Event: _____

Sponsoring Club/Department: _____

Name of SVC Representative: _____ Phone: _____

Request to Waive all Facility Fees Discount Facility Fees by _____%

Please explain how waiving or discounting the rental fees for this event will support or benefit Saint Vincent College's mission.

What will be the involvement of sponsoring club/department?

**** In order for a group or individual to qualify for sponsorship, the group or individual must directly benefit the College and/or the activity of the group or individual must directly relate to the sponsoring department. **The sponsor or representative of the sponsoring department must be present at the time of the function. All sponsored functions must comply with the rules and regulations governing the College. The organization holding the event must agree to reimburse the College for any damages or additional costs. Any program or written materials connected with or advertising a sponsored event will indicate that the event is sponsored by Saint Vincent College.****

Requestor Date Event and Conference Services Director Date

Groups and individuals, may receive facility fees in-kind under \$100 with the approval of the appropriate Saint Vincent College Vice President. In the case where the total in-kind request is greater than \$100, the Vice President of Finance and Administration must make the approval before the event may be sponsored by a department of Saint Vincent College.

Event and Conference Services use only:

Approved: _____ Disapproved: _____ Reason: _____

Signature Date Notified the sponsor on: _____