



FACILITY RENTAL FEE SUPPORT REQUEST FORM

- Step 1: Fill out the top half of this form to request any discounted or waived facility rental charges
- Step 2: Provide account information and authorized account signer for fee support
- Step 3: Return to events@csub.edu at least one week prior to event date.

REQUESTOR TO COMPLETE:

Name of event: _____

25Live reference #: _____ Date of event: _____ Time: _____

Department requesting fee support: _____

Contact name: _____ Contact phone: _____

Total support requested \$ _____ Description of fees: _____

What does this activity benefit? _____

Requestor name: _____ Requestor signature: _____

SPONSORING DEPARTMENT TO COMPLETE:

Sponsoring department name: _____

Bus. Unit: _____ Fund: _____ Dept. ID: _____ Project: _____ Program: _____ Class code: _____

Authorized signer name: _____ Signature: _____

OFFICE OF EVENTS TO COMPLETE:

- Request accepted
- Request not accepted
 - o Reason: _____

Name: _____ Signature: _____ Date _____