

# CUB | RSO VENUE FEE WAIVER APPLICATION

As a Recognized Student Organization, your group may be eligible to receive one CUB event venue waiver (per academic year) for the Senior Ballroom, Junior Ballroom, or the Auditorium. In order to utilize this waiver you must submit the application 14 days prior to your event date which is also the date you need to finalize your event details with a CUB scheduler. This waiver may not cover the complete cost of other event support services (e.g. large sound and lighting, extensive AV labor, etc.) You will need to meet with an event schedule to determine potential extra costs.

Today's Date:	Organization Name:
Event Date:	Event Name:
Event Ref #:	CUB Venue:

Required Signatures

CUB Reservation Student Contact ( <i>please print</i> ):	
Signature:	Date:

RSO Advisor ( <i>please print</i> ):	Date:
Signature:	Date:

Brief Event Description:
<i>Include purpose/goals, what's the primary activity. Who is attending (e.g. primarily student, faculty/staff, or guests)</i> SEE NEXT PAGE FOR REQUIRED CRITERIA

OFFICE USE ONLY	<p><b>Please return complete application to Compton Union Scheduling Office room 140</b></p> <p><b>COMPTON UNION</b>   University Scheduling Washington State University   P.O. Box 647204   Pullman, Wa 99164-7204 509.335.9444   (f) 509.335.3837   scheduling.wsu.edu   cub.wsu.e</p>
Date received:	
Date of fee adjustment:	
Waived amount	
Venue:	
AV Labor:	
Total:	
Adjustment by:	

# REQUIRED CRITERIA AND WAIVER INFORMATION

**Please make sure to read this carefully and feel free to contact the CUB Scheduling Office if you have any questions.**

- 1) Recognized for 1 semester: RSO must have been active and continue to be in good standing on OrgSync for at least one full semester prior to event request.
- 2) Official Sponsor: The sponsoring organization will be the only point of contact regarding reservation and details regarding the event.
- 3) Change in Official Sponsorship: The event sponsor of record since initial request may not change to any other organization. The event sponsor can only be changed if the original requester cancels and the venue is then requested by another organization. NOTE: The 30 day cancelation fee noted in the initial confirmation may apply.
- 4) Official Event Contact of Record: Must be a listed member of the RSO on OrgSync and will be the only official point of contact for event details. The contact may transfer ownership of the event to another RSO member with the CUB Scheduling Office in writing/email no less than 14 days prior to the event date.
- 5) Good Standing: The sponsoring RSO must be and continue to be in good standing with Student Involvement/OrgSync, University Recreation, or Fraternity and Sorority Life.
- 6) Primary Activity: The event being planned shall coincide with the goals and mission statement listed on the RSO's OrgSync page if applicable.
- 7) 75% Participation: This waiver will only apply to events that have at least 75% student participation. An exception may be granted if the event is a fundraiser completely managed by the sponsoring RSO.
- 8) No Fronting: The initial reservation holder (individual or organization) may not be a sponsor in name only or acting on behalf of a WSU department or external group. RSO access to CUB venues are only intended for actual RSO programs.
- 9) RSO Account Payment: As with all RSO events in the CUB, payment for any and all expenses related to this event reservation must be paid for by the sponsoring RSO's account. No other requested routing of invoice is allowed.
- 10) Waiver Due By Date: Unless otherwise arranged with a CUB scheduler, this waiver must be submitted at least 14 days prior to the event. In no case will it be accepted after the event date.
- 11) Event Details Due 14 Days Prior to Event: This waiver will be null and void should the event contact not finalize the event details with a CUB scheduler at least 14 days prior to the event.
- 12) Change in Venue: The event contact may change the venue to another available CUB venue 14 days in advance without forfeiting assuming all details are finalized 14 days prior to the event.
- 13) Waiver Void Notice: The CUB reserves the right to void this waiver if it is determined the RSO fails to comply with reservation agreements, requirements, or misrepresents activities for the event. Please make sure you are very specific when you describe the activity to the CUB scheduling office and in your OrgSync event registration.