

# CUB | RSO VENUE FEE WAIVER

As a Student Organization, you are eligible to receive one venue fee waiver (per academic year) in either the Sr. Ballroom, Jr. Ballroom or Auditorium. In order to utilize this waiver and avoid being charged the CUB resident rate, the waiver must be submitted to the CUB Administration Office two weeks prior to the date of your event. Basic resources only are included with this fee waiver. The waiver does not include on-site staff dedicated to your event, concert level audio/visual equipment, or catering services. Student Organizations will not incur additional fees for meeting rooms (e.g. break-out sessions) when they are scheduled with an event space.

Today's Date: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

CUB Event Reference # \_\_\_\_\_ CUB Venue: \_\_\_\_\_

## REQUIRED SIGNATURES

Event RSO Contact (*please print*): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor\* (*please print*): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Brief Event Description:

*Include purpose/goals, what is the primary activity, who is attending (e.g. primarily students, faculty/staff, or WSU guests?)*

*Please retain this contact information for questions.*

\*Advisor must be listed on the RSO portal (rsoportal.wsu.edu) for this group.

NOTE: Once the waiver has been submitted, it will not be available for other events. Planning ahead will get the most value for your group.

## OFFICE USE ONLY

Date received: \_\_\_\_\_

Date of fee adjustment: \_\_\_\_\_

Waived fee amount: \_\_\_\_\_

Adjusted by: \_\_\_\_\_

***Please return completed form to the Scheduling Office, CUB 140.***

## RSO VENUE FEE WAIVER CRITERIA

To utilize a venue fee waiver student organizations must complete the Venue Fee Waiver Request Form and meet the following criteria (below). Events will be evaluated to ensure these criteria are fulfilled. If the criteria are not fulfilled then the waiver will be voided and the appropriate fees will be applied. Please check the following boxes to indicate that you have read and understand the criteria.

- 1. Recognized for 1 semester: In order for a student organization to sponsor an event the student organization must have been in place, or recognized, for at least 1 semester prior to the event.
- 2. Official Sponsor: A student organization becomes the official sponsor of an event by returning a signed confirmation within seven days after the confirmation was sent to them.
  - a. Confirmation needed within 7 days: If a signed confirmation is not returned to the Scheduling Office within seven days after it was sent to the student organization, then the reservation request will be cancelled.
- 3. Change in Official Sponsor or Cancellation of Event: The venue fee waiver will be forfeit if the official sponsor of the event changes, or if the event is cancelled.
- 4. Official Contact: A current student member of the sponsoring student organization will be identified as the official contact for the event and all planning/coordinating will be handled through that individual. That individual must be on the current membership list within the RSO Portal.
- 5. Good Standing: The sponsoring student organization must be in good standing with the Office of Student Involvement and Leadership Development, University Recreation, Center for Fraternity and Sorority Life, Residence Life, and/or the Compton Union.
- 6. Primary Activity: The event being planned shall be a primary activity of the goals and mission statement of the student organization.
- 7. 75% Participation: Student organizations may utilize their waiver for an event as long as participation at the event consists of 75% students. If an event does not consist of 75% students the student organization is subject to the WSU Department rate.
  - a. Exception for Fundraisers: Upon request and approval prior to the event, CUB event venues may be utilized for fundraisers without the usage consisting of a minimum of 75% students. The group must remain the primary beneficiary of the fundraiser.
- 8. No "Fronting": The sponsoring student organization must not be utilized in name only, or acting as a front for a Department or another organization that should otherwise be sponsoring the event.
- 9. Student RSO account: Payment for any expenses related to the event (including catering) must be received from the sponsoring student organization's RSO account.
- 10. Application Due Two Weeks Prior: Application for waivers must be received by the CUB Scheduling Office at least two weeks prior to the event, otherwise the appropriate venue rental fee will be applied.
- 11. Event Details Due Two Weeks Prior: Event details (e.g. AV equipment, set up diagram, etc.) must be received by the CUB Scheduling Office at least two weeks prior to the event. A meeting with a CUB Scheduling representative must be scheduled to discuss and determine these details. Significant changes to an event will not be approved within two weeks of the event.
- 12. Change in Venue: A student organization may change the venue for their event without forfeiting their venue fee waiver. However, if the change is within 30 days of the event a 10% cancellation fee will be applied.