



Application for Waived Facility Usage Fees

Organization Name:			
Type of Organization:			
Non-Profit (attach IRS Determination Letter or EIN)		Educational Institution	
Governmental Agency		Community Service Organization	
Contact Person:			
Title:			
Phone: Work/Cell			
Email:			

Alignment with SCC Mission

Please describe how your organization's event supports or benefits the community and aligns with Shawnee Community College's Mission, Vision, or Values:

Financial Considerations

Will admission be charged? ☐ Yes ☐ No If Yes, Estimated entry/ticket fee: \$ _____

Will fundraising or sales take place at this event? ☐ Yes ☐ No If Yes, please describe: _____

Supporting Documentation

- ☐ Proof of non-profit/educational/government status attached
- ☐ Certificate of Insurance attached (if required)

Acknowledgement

- ☐ I understand that approval of a fee waiver does not exempt my organization from additional charges such as custodial, security, of A.V technician fees when applicable.
- ☐ I certify that the above information is accurate and complete.

Signature _____ Date _____

For SCC Use Only:

Reviewed By: _____ Date _____
Decision: ☐ Approved ☐ Denied

VP of Administrative Services (or Designee)/Notes/Conditions _____