

Request for Waiver of Fees for Use of WOU Facilities

Campus departments or organizations requesting waiver of fees should submit completed form at least 30 days prior to proposed event.

Submit completed form to: **Western Oregon University**
345 Monmouth Ave. N.
Monmouth, OR 97361
Attn: Trina Horsey – Coordinator, Conference and Event Services
Email: conferences@wou.edu

Check One: WOU Reservation WOU- Sponsored Reservation Non-Affiliated Reservation (see reverse for definitions)

Requested by: Department _____ Organization _____ Date: _____

Billing Address: _____

Contact Person: _____ Email: _____ Phone: _____

Title of Event: _____ Date(s) of Event (mm/dd/yy): _____

How is this conference or event funded? _____

Are there registration or admission fees? Yes No

Location(s), check all that apply: Werner University Center, Academic Classroom(s), Gymnasium(s), Auditorium(s), Outdoor Area(s), Other (please specify) _____

Please explain how event relates to mission of WOU (See: wou.edu/planning/mission-vision-values-purpose/)

Why is your department/organization asking for fee(s) to be waived?

- Educational Institution
- Non-Profit Group
- Public Service Organization
- Government Entity
- Other (please describe) _____

Requesting waiver for: (check all that apply)

- Room Rental Fee
- AV Equipment Rental Fee
- Parking Fee
- Classroom Services Equipment
- University Computing Solutions Charges
- Planning and Administrative Fee
- Use of Public Areas
- Other (please describe) _____

% Discount requested	For CES use ONLY:
_____ %	Yes / No _____ %
_____ %	Yes / No _____ %
_____ %	Yes / No _____ %
_____ %	Yes / No _____ %
_____ %	Yes / No _____ %
_____ %	Yes / No _____ %
_____ %	Yes / No _____ %
_____ %	Yes / No _____ %

Request Approved: _____ / ____ / ____
 Facilities Waiver Committee Representative Signature Date

Facility Charges & Waivers

Western Oregon University Reservations

Any event organized by a department or organization of Western Oregon University, and attended primarily by students, faculty, staff, or alumni of the university fall into this category. In addition, any event that has a significant potential to serve as a significant recruitment tool for future WOU students will fall under this category (Admissions or administrative recruitment events). Reservations will be made through the Facility Scheduling Manager, Department of Student Engagement, reservations@wou.edu. A waiver of fees form must be on file to be eligible for discounts. This form can be found at: wou.edu/ces/resources/

WOU-Sponsored Reservations

WOU-sponsored reservations are events affiliated with Western Oregon University which support the mission of the university. These reservations should be made through Conference and Event Services, conferences@wou.edu. The majority of the participants are not WOU students, faculty, staff, or alumni. The event may not be a direct recruitment opportunity for prospective WOU students. Conferences, seminars, workshops, alumni events, etc. all fall under this category if a significant portion of the attendees are not affiliated with WOU. Discount rates may be applied to these types of events if the university department or organization hosting the outside group is significantly involved in the overall planning and/or implementation of the event. A waiver of fees form must be on file to be eligible for discounts. This form can be found at: wou.edu/ces/resources/

Non-Affiliated Reservations

Non-affiliated events are not a part of Western Oregon University's general business and are primarily outside groups or individuals wishing to conduct an event and utilize WOU facilities. This includes outside-sponsored conferences, receptions, performances, fundraisers, dances, quinceaneras, weddings, etc. Discount rates may be applied if organization hosting is an educational, public service, or non-profit group. A waiver of fees form must be on file to be eligible for discounts. This form can be found at: wou.edu/ces/resources/

Fees	WOU	WOU-Sponsored	Non-Affiliated
Room Rental Fee(s)	100% waived	50% Waived *	Full charges *
AV Equipment Rental Fee(s)	100% waived	50% Waived *	Full charges *
Parking Fee	100% waived	50% Waived *	Full charges *
Planning/Administrative Fee	100% waived	50% Waived *	Full charges *
Labor, Werner University Center (WUC): Set-up/tear down, AV/tech support, Event staffing, Custodial	Charges may apply	Full charges*	Full charges*
Labor, other: University Computing Services (CS), Public Safety (CPS), Facilities Services (FS).	Charges may apply	Charges may apply	Charges may apply

* Waivers of Charges

All organizations will utilize one of the above three categories for reservations and billing purposes. Beginning January 1, 2018, there will be no exceptions to these guidelines unless a [Request for Waiver of Fees For Use of WOU Facilities](#) (see reverse) is approved by the Facilities Waiver Review Committee five business days in advance of proposed event date. Failure to submit a fee waiver form could result in full, published charges being assessed.

(This information on this page is an excerpt from the WOU Facility Reservation Policy. Full policy document available at: wou.edu/ces/resources/).