Western Oregon University

◆ Facilities Scheduling Office ◆ Werner University Center ◆
◆ 503-838-8261 ◆ reservations@wou.edu ◆

Request for Waiver of Fees for Use of WOU Facilities

Organizations or campus departments requesting additional waiver of fees must submit this completed form at least 2 business days prior to the start of the event.

Submit completed form to: Western Oregon University
345 N. Monmouth Ave.
Monmouth, OR 97361
Attn: Don Boderman, Conference and Facilities Scheduling Manager
FAX: 503-838-8427 E-mail boderman@wou.edu Today's Date: _____

Check One: ☐ WOU Reservation ☐ WOU-Affiliated Reservation XNon-Affiliated Reservation (see reverse)
Requested by: X Organization: NMSS, Oregon Chapter, Bike MS 2016
(Check one) Billing Address: 5331 SW Macadam Ave., Suite 290, Portland, OR 97239

Contact Person: Amy Harris Telephone(s): 503.223.9511 (wk) 503.445.8340 (cell)

Email: Amy.Harris@nmss.org

Title of Event: **Bike MS 2016**

Date(s) of Event (mm/dd/yy): 08/05/16 – 08/07/16

Location(s) - *Check all that apply:* ✠ Werner University Center ✠ Classroom(s) ✠ Gymnasium(s)

✠Grove ✠ Stadium/Track ☐ Auditorium(s) ✠ Other The Grove, Ackerman Hall, Parking Lots

Explain how event relates to mission of WOU (See: http://www.wou.edu/president/planning/vision_mission.php)

_____
_____
_____
_____

Why is your organization/dept. asking for fee(s) to be waived? _____

_____
_____
_____
_____

Requesting Waiver for: (check all that apply)

- ☐ Room Rental Fee
- ☐ AV Equipment Rental Fee
- ☐ Parking Fee
- ☐ Administrative Fee (10% of total)
- ☐ Other (Describe) _____

For FSM Approval ONLY		Notes:
Yes / No	_____ %	
Yes / No	_____ %	
Yes / No	_____ %	
Yes / No	_____ %	
Yes / No	_____ %	

Request Approved: _____ _____/_____/_____
Facilities Scheduling Manager Date

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Facility Charges & Waivers

Western Oregon University Reservations
Any event that is primarily made up of students, staff, or faculty from Western Oregon University fall in this category. Events sponsored by WOU student organizations that are for WOU students are also included. In addition, any event that has a significant potential to serve as a recruitment tool for future WOU students will fall under this category.

WOU-Affiliated Reservations
These are reservations for events affiliated with Western Oregon University and that support the mission of the university. These reservations should be made through WOU departments or organizations. The majority of the participants are not required to be WOU students, faculty or staff. The event does **not** have a direct recruitment piece for prospective WOU students. Conferences, seminars, workshops, alumni events, etc. all fall under this category if most of the individuals attending or participating are not affiliated with Western Oregon University.

Non-affiliated Reservations
These 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's facilities. This can include outside-sponsored dances, quinceaneras, weddings, outside meetings or conferences, receptions, performances, fundraisers, etc.

	WOU	***WOU-Affiliated***	***Non-Affiliated***
Room Rental Fee(s)	100% waived	50% Waived *	Full charges *
AV Equipment Rental Fee(s)	100% waived	Full charges *	Full charges *
Parking Fee	100% waived	Full charges *	Full charges *
Administrative Fee (10%)	100% waived	Full charges *	Full charges *
Labor, Werner University Center (WUC): *Set-up/Teardown, AV tech, Event staffing, Custodial*	Charges may apply	Full charges	Full charges
Labor, other: *Classroom Services (CS), Public Security (PS), Physical Plant (PP)*	Charges may apply	Full charges	Full charges
Housing / Dining / Catering:	Contact Housing / Dining / Catering for charges		

** Waivers of Charges*
All organizations will utilize one of the above three categories for reservations and billing purposes. Beginning July 1, 2009, there will be no exceptions allowed to these guidelines unless a Request for Waiver of Fees For Use of WOU Facilities (see reverse) is approved by the Facilities Scheduling Manager two working days in advance of the event date.

(Excerpt from WOU Facility Reservation Policy. Full policy document available at:
http://www.wou.edu/student/wuc/Assets/WOU%20Reservation%20Policy.pdf