

APPLICATION FOR REDUCED UNIVERSITY FACILITY-USE RATES

----- Information on USF Policy for Reduced Rates-----

- Generally, all outside organizations must pay the general facility use rate. However, some organizations and/or events that further USF's mission and goals may qualify for University reduced rates. Profit-making, revenue-generating or fundraising events by outside organizations do not normally qualify for reduced University facility-use rates and must provide a comprehensive explanation of why reduced rates are justified.
- To apply for reduced University facility-use rates, applicants must first sign a standard Facility Contract. Applicants must then complete the request for exemption below, provide all necessary information, attach a copy of the signed Facility Contract, submit the application through a representative of a USF department, and obtain a recommendation for approval of University facility-use rates by a USF Executive Officer.
- Submit completed applications to Conference Services, LMM #130. Only completed applications signed by an Executive Officer of the University will be considered for approval.
- **Signatures by representatives of a USF department and Executive Officers DO NOT constitute sponsorship of the applicant organization and/or event.**

----- Request for Exemption-----

Please answer the following questions, and provide the requested information, on a separate sheet(s) attached to this application.

1. How does this event further the mission and goals of USF?
2. Why should this event receive a financial discount?
3. How, if at all, is this organization related to or affiliated with USF?
4. List any other relevant factors.
5. Is this event a profit-making, revenue-generating, or fund-raising activity?
yes no
 If yes, include the following: a description of the event, name(s) of sponsor(s), admission charge, expected attendance, anticipated revenue, and any other relevant information.

Organization Name

Event and Event Date

USF Department Submitting Application

Name/Title of USF Representative

I, the undersigned representative of my USF department, assume full responsibility for all event coordination, financial obligations and any accommodations required by the Americans with Disabilities Act. I agree to abide by all applicable USF policies and procedures when using USF facilities.

Signature of USF Representative

Date

Signature by a USF department representative does not constitute sponsorship of the applicant organization and/or event.

-----Executive Officer Signature-----

I have read this application and supporting documents and recommend it be approved for University reduced facility-use rates.

Signature of USF Executive Officer

Date

Signature by a USF Executive Officer does not constitute sponsorship of the applicant organization and/or event.

-----Do not write below this line. Official Use Only-----

Date Received_____

Approved_____

Denied_____

Signature of USF Conference Director

Date