

# Rental Fee Waiver



STUDENT  
CENTER

DIVISION OF STUDENT AFFAIRS

Event Management | 305 Student Center East | studentcenter.gsu.edu | scevents@gsu.edu | 404-413-1870 | Fax 404-413-1875

Please include any documentation to support your claim (i.e. change, cancellation, original request form etc.) and submit the completed form to Event Management. Incomplete requests cannot be processed. After processing and review, you will be notified of the decision in writing. **Requests are only accepted within 30 days of event date.**

**\*NOTICE\***

THIS IS ONLY A REQUEST. WAIVED FEES ARE NOT GUARANTEED.

Date of Request \_\_\_\_\_ Requested by \_\_\_\_\_  
Organization \_\_\_\_\_ Email \_\_\_\_\_  
Invoice No. \_\_\_\_\_ Reservation No. \_\_\_\_\_  
Date of Event \_\_\_\_\_ Space Assigned \_\_\_\_\_  
Original Amount Due \_\_\_\_\_ Amount in Question (the amount you wish to waive) \_\_\_\_\_

What is the reason for your request?

FOR OFFICE USE ONLY:  Approved  Denied

SC Event Management Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Planning Manager's Approval \_\_\_\_\_ Date \_\_\_\_\_

Copy to Business Manager  Response Sent to Client  Date \_\_\_\_\_

**Questions?** Contact Event Management | scevents@gsu.edu | 404-413-1870