

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