

RSO Fee Waiver Request Form

A Registered Student Organization (RSO) in good standing may have one fundraiser per year where specific University Center charges are waived. Only UTSA RSOs are eligible for this rental fee waiver. Events being co-sponsored or produced with a University department or an outside party are not eligible for a waiver. To be considered, requests must be submitted to Events Management & Conference Services a minimum of (15) business days prior to event.

| | |
|----------------------------------|---|
| Today's Date: | |
| Requesting Student Organization: | |
| Date(s) of Event: | |
| Times: | |
| Event Title: | |
| Event Summary: | |
| Event Purpose: | |
| Location: | |
| Reservation Confirmation #: | |
| Check all that apply: | <input type="checkbox"/> Event occurs on a single day. |
| | <input type="checkbox"/> Event does not include professional entertainment. |
| | <input type="checkbox"/> Event admission fee is less than \$8.00 per person. |

Our organization acknowledges all policy terms for the UC, and based on reservation, other fees may include:

- ♦ Event occurs outside of regular building hours.
- ♦ Event involves special requests or set-ups that would incur incremental labor.
- ♦ Event has attendance greater than 150 (standard UC Major Event housekeeping fee).

RSO Requestor (Print)

RSO Requestor (Signature)

RSO Advisor (Signature)

| Office Use Only | | |
|-----------------|-----------------------------------|---------------------------------|
| UC Director: | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| Notes: | | |
| | | |

Registered Student Organization Fee Waiver Policy Information Sheet

A Registered Student Organization (RSO) in good standing may have one fundraiser per year where the University Center room rental fees are waived. Only UTSA RSOs are eligible for this rental fee

waiver. Events being co-sponsored or produced with a University department or an outside party are not eligible for a waiver.

Basic room rental fees may only be waived if:

- < The event occurs on a single day
- < There is no professional entertainment
- < Admission charge is less than \$8.00 per person

In accordance with the current University Center fee schedule, the Event Management & Conference Services (EMCS) office will assess additional fees if the event:

- < Occurs outside of regular building hours
- < Involves special requests or set-ups that would incur incremental labor
- < Has attendance greater than 150 (standard UC major event housekeeping fee)

All requests for waiver must be made through EMCS in writing a minimum of 15 business days prior to the event. Each request (one per RSO per academic calendar year) must include:

- < Application form (on reverse of this info sheet) stating event summary and purpose
- < Signatures by both the RSO presiding officer and the RSO advisor to acknowledge the terms of the waiver