STUDENT ASSOCIATION FEE WAIVER APPLICATION

Organization: ____________________________________________________________

Event: ___________________________________________ Event Date: ______________

Which Waiver Are You Applying For? (Please Check One)

☐ Recreation and Field House Rental Fee Waiver
☐ Campus Security Fee Waiver

Please attach the following information when turning in a Student Association Fee Waiver Application. (Without providing ALL information your application WILL NOT be reviewed)

SA WAIVER APPLICATION CHECKLIST
(must have appropriate one for every application)

☐ Copy of University Police Security Contract
☐ Verify by Contract that you have reserved a Facility

Submitted By: ___________________________ Date: ______________

(Signature)

Print Name: ___________________________ Position: ___________________________

Email: ___________________________________________________________________

***Must be submitted one week prior to the event. All Personnel Fees, Maintenance Fees and Cleaning Fees cannot be waived.***

STUDENT ASSOCIATION FEE WAIVER APPLICATION

Eligibility Requirements

In order to be eligible for the use of the Student Association Fee Waivers you must be:
1. A Student Association Recognized Organization.
2. A Greek organization that is recognized by one of the following councils:
   a. IFC, NPHC, PHC, or UGC
3. In good standing with the Student Association.
4. Any Greek letter or student organization must not charge more than $5.00 per NIU Student for the function or event that the Recreation and Field House Rental Fee or Campus Security Fund Waiver would be used for.

All organizations that are approved for any Student Association Fee Waiver must follow all rules, regulations and policies already set in place by the University, SILD and the Student Association.

Request Process

Organizations are able to apply for a Student Association Fee Waiver, starting the first full week of academic classes each semester. The application is available in the SA office in the Campus Life Building Suite 180 and on the SA website at http://www.sa.niu.edu. The application instructions are as follows:
1. Turn in a completed application with signatures from:
   a. President
   b. Treasurer
   c. Faculty advisor
2. Turn in a contract verifying that you have reserved a facility for your event.
3. Turn in a budget for your event.
   Security Fund only
4. Turn in a copy of your University Policy Security Contract:
   a. Must have the cost of your event included.
   b. Must have verification that University Police are available for your event.

All paperwork when FINISHED should be turned in to the office of the Treasurer of the Student Association in CLB 180.

All Applications

The application will be reviewed and the organization will be notified via E-mail of approval or denial. If approved, the organization will not have to pay the fees for the facility they will be using.

Security Fund only

If approved for any amount, the Student Association will contact the University Police stating the decision and the amount approved. In addition, an email will be sent to the organization with the CFS committee decision.

If approved for a Student Association Waiver

Every organization will be required to submit a final copy of the finished flyer that they are using for their event. If the organization is charging more than $5.00 dollars per NIU student, they will be required to pay all fees for the building and or security.

STUDENT ASSOCIATION FEE WAIVER APPLICATION
| Organization’s Name: |                     |
| Event Location: | Expected Attendance: |
| Date of Event: | Time of Event: to: |
| Contact Name: |                     |
| Position: | Phone: |
| Z-ID E-mail Address: | Faculty Advisor E-mail Address: |
| Description of Program: |                     |

How much does the event cost $ __________________ (Please attach a budget)

How much do attendees have to pay $ __________________

Signatures below verify that all parties involved are in agreement with the information provided above. We the undersigned have read and understand all rules, procedures and policies regarding the NIU Student Association Fee Waivers.

President:
(Print Name) (Signature) (Date)

Treasurer:
(Print Name) (Signature) (Date)

Faculty Advisor:
(Print Name) (Signature) (Date)

Student Association Fee Waiver Committee Use Only

<table>
<thead>
<tr>
<th>Security Cost</th>
<th>Recommended Amount</th>
<th>Amount Passed</th>
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SA Treasurer:
(Print Name) (Signature) (Date)

Marc Calvey
Student Association Treasurer