

North Idaho College Rental Fee Waiver Request

This form must be returned to Conferencing & Events Office within 5 days after Facility Rental Form is submitted.

Today's Date: _____ **Name of Event:** _____

Event Date: _____ **Time of Event:** _____

Sponsoring Organization (NIC Department or Outside Agency):

Organization Representative: _____

Phone Number: _____

If event is sponsored by an Outside Agency, is it being co-sponsored by NIC?

YES NO

If yes, NIC Representative: _____

NIC Rep's Phone Number: _____

**Non-profit, Government, and NIC co-sponsored events already receive a discount.
Please describe why fees for this event should be waived or discounted:**

What will be the involvement of NIC faculty, staff, and/or students?

APPROVED: YES NO

Vice President for Student Services

Date

Notification sent to applicant on: _____ (Date)