

North Idaho College Fee Waiver Request Form

This request form is for consideration of costs and/or associated fees for use of NIC event space to be waived. Non-profit, government, and NIC co-sponsored events receive a 15 percent discount on facility rental costs. This application is only for additional fee waiver considerations and should be submitted to the Conference & Events Office at NIC.

Today's Date: _____ Event Date(s): _____ Time of Event: _____
Title of Event: _____
Requested Space: _____

Applying Group Name: _____
Representative (your name): _____ Phone: _____
NIC Affiliation: NIC Department ___ NIC Student Group ___ (None) Outside organization ___
Type of Event: Meeting ___ Conference: ___ Performance: ___ Camp: ___ Other: _____
Admission Charge: Yes ___ No ___ If so, what is the admission or registration fee for attendees: _____
Purchaser: Applying Group ___ Other ___ (indicates hosted group)
Who is the Hosting Group: _____
Is This Request to Waive Cost of: Room/Location Space ___ Equipment Fees ___ Event Labor ___
Custodial Supply ___ Community Use Fees ___ Other (describe) _____

Please describe why fees for this event should be waived or discounted. What are the benefits to North Idaho College that this program will bring?

How will the Applying Group be involved in producing this event?

Internal Use Only:
Associated Cost(s): Room _____ Labor _____ Fees _____ Custodial _____ Supplies _____ Other _____
Waiver Granted (check applicable items): Room ___ Labor ___ Fees ___ Supplies ___ Other ___
Approved: Yes ___ No ___ Authorizing Vice President _____ Date _____
Notification of fee waiver decision sent to requesting organization on: (Date) _____