

Reservation # _____

**Fixed Room Fee Waiver Form
Robert W. Plaster Student Union
Event and Meeting Services Office**

Events in the Plaster Student Union that charge admission are billed at a higher rate than events that do not. In order to better support student programming, a sliding fee scale has been developed which allows a student group to pay 10% of total admission collected or the room fee, whichever is lower. To be eligible for the sliding scale, this form must be presented to the PSU Building Manager at the conclusion of the event or to the Event and Meeting Services Office no later than 2 business days after the event. Falsification of information on this form will result in loss of the ability for the organization to use the sliding fee scale for one year.

Organization: _____

Event: _____

Date: _____

Admission Charge: _____ Number of Attendees: _____ Total Collected: _____

I, _____, submit this report in good faith that all information included in it is accurate to the best of my knowledge.

FOR THE ORGANIZATION

BUILDING MANAGER ON DUTY

Signed _____

Signed _____

Dated _____

Dated _____