

Rental Fee Adjustment Request Form
UCA Student Center & Ida Waldran Auditorium

Fee Adjustment requests must be submitted at least six (6) weeks prior to the date of the event.

Today's Date: _____

Event Name: _____

Sponsoring Organization: _____

Date(s) of Event: _____

Fee Adjustment Requested By (Name & Title): _____

Phone: _____ E-Mail: _____

Facility/Facilities & Rooms Requested: _____

Number of Attendees Expected: _____ Age Range: _____

Of the above number, how many are UCA affiliated (UCA student, faculty or staff)? _____

Are the participants paying to attend? (Circle one) Yes No If yes, how much? _____

Does this event receive a grant of any type? (Circle one) Yes No

Justification for fee adjustment (add additional page(s) if needed):

Signature: _____ Date: _____

Return completed form to: Hank Phelps, SC 206 or email hankp@uca.edu or SCscheduling@uca.edu.