

Activity Clearance and Facility Cost Waiver/Prorate Agreement

This Form Is Required When:

The event is of an educational and academic nature, and/or is in support of the University's strategic goals, objectives, scope and mission. The cost for facility usage may be waived and/or prorated for the participants, groups or organization. The Vice Chancellor of Fiscal Affairs and the Vice Chancellor of Student Affairs has signatory authority for these actions and decisions.

Event/Activity: _____

Event/Activity Date(s): _____

Organization/Agency/Individual: _____

Contact Information:

Waiver/Prorate Justification:

Fee Amount Waived: \$_____ or Fee Amount Prorated \$_____

____ Approved ____ Disapproved

Vice Chancellor for Student Affairs Date

____ Approved ____ Disapproved

Vice Chancellor for Workforce Development Date

____ Approved ____ Disapproved

Vice Chancellor for Fiscal Affairs Date

If applicable, this signed waiver/prorate agreement should accompany the request form.

Southern University at Shreveport Use Only