

**SUNY DELHI**  
**REQUEST FOR WAIVER OF STANDARD FACILITY USAGE RATES**

This form is to request a waiver of facility usage fees only. Non-profit community service organizations and SUNY Delhi alumni may be eligible for a 15% discount on facility fees. All necessary reservations, certificates of insurance, revocable permits and other forms must be filed and approved as required by college policy. *An approved Facility Use Scheduling Form must accompany this request.*

This form must be completed by any individual or group that wishes to apply for a waiver of the standard usage rates for facilities at SUNY Delhi. Forms must be received by the deadline dates listed below for consideration.

<b>Date of Event</b>	<b>Waiver Request Deadline Date</b>
September – November	August 15
December – February	November 15
March – May	April 15
June – August	May 15

Annual waiver determinations may be awarded for events that repeat on a regular schedule. Annual determinations will expire May 31<sup>st</sup> of each year.

Name of Event/Group: \_\_\_\_\_

Non-Profit Organization (attach proof of status)       SUNY Delhi Alumni

Date(s) of Event:

\_\_\_\_\_

Description of Event (Purpose, Sponsors, Attendees, etc.): \_\_\_\_\_

\_\_\_\_\_

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Additional discount may be requested for an event that provides a direct benefit to the community and relates to the college's mission or provides a direct benefit to students.

Justification: \_\_\_\_\_

\_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Return form to:

The Office of Training and Business Recruitment  
SUNY Delhi  
121 Bush Hall  
2 Main Street  
Delhi, NY 13753

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FOR OFFICE USE ONLY:

FACILITY USAGE DETERMINATION      Approve \_\_\_\_\_      Deny \_\_\_\_\_

Percentage of Waiver \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_