



# CSU Bakersfield

University Advancement

Office of Events

Mail Stop: 19 AW  
9001 Stockdale Highway  
Bakersfield, California 93311-1022  
(661) 654-3977  
[www.csub.edu/advancement](http://www.csub.edu/advancement)

## FACILITY RENTAL FEE SUPPORT REQUEST FORM

Fill out the top half of this form to request any discounted or absorbed facility rental charges. Return to [events@csub.edu](mailto:events@csub.edu) at least one week prior to event date.

1. Name of Event: \_\_\_\_\_
2. 25Live Reference #: \_\_\_\_\_
3. Date of Event: \_\_\_\_\_ Department: \_\_\_\_\_
4. Contact Name: \_\_\_\_\_ Contact phone: \_\_\_\_\_
5. Requestor Signature: \_\_\_\_\_
6. Total facility fee: \$ \_\_\_\_\_ Support requested: \$ \_\_\_\_\_
7. What does this meeting/event benefit: \_\_\_\_\_
8. President, Vice President, or Dean Signature: \_\_\_\_\_

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### Internal use only

- Request accepted
- Request not accepted
  - Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Office of Events Representative

- Request accepted
- Request not accepted
  - Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President, University Advancement