



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

FACILITY RENTAL FEE SUPPORT REQUEST FORM

Step 1: Fill out the top half of this form to request any discounted or waived facility rental charges

Step 2: Provide account information and authorized account signer for fee support

Step 3: Return to events@csub.edu at least one week prior to event date.

REQUESTOR TO COMPLETE:

Name of event: _____

Live reference #: _____ Date of event: _____

Department requesting fee support: _____

Contact name: _____ Contact phone: _____

Total support requested \$ _____ Description of fees: _____

What does this activity benefit? _____

Requestor name and signature: _____

Name

Signature

SPONSORING DEPARTMENT TO COMPLETE:

Sponsoring department name: _____ Bus. Unit: _____

Fund: _____ Dept. ID: _____ Project: _____ Program: _____ Class code: _____

Authorized signer name and signature: _____

Name

Signature

OFFICE OF EVENTS TO COMPLETE:

- Request accepted
- Request not accepted
 - o Reason: _____

Signature: _____ Date _____

Office of Events representative