



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.

Name of event: _____

Live reference #: _____ Date of event: _____

Department requesting fee support: _____

Contact name: _____ Contact phone: _____

Total Support requested \$ _____ Description of fees: _____

Account Codes: Bus. Unit: _____ Fund: _____ Dept. ID: _____ Project: _____

Program: _____ Class code: _____ Authorized signer: _____

What does this meeting/event benefit: _____

Requestor signature: _____

Appropriate Vice President or Dean signature: _____

Internal use only

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

Signature: _____ Date _____
Office of Events Representative

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

Signature: _____ Date _____
Vice President, University Advancement