

MARIAN UNIVERSITY

Indianapolis®

Office of University Events and Engagement Request for Discount/Waiver of Fees

If Marian University, at its discretion, agrees to discount or waive any terms of the Marian University agreement, all clients must pay out of pocket expenses, including set up fees, security/hostess fees, IT, and all catering and bar fees by Aramark/Classic Fare Catering.

Person Requesting Waiver: Name: _____ Title: _____ Date: _____
Phone/Email: _____

Name of Client: _____

Event: _____

Event Date(s): _____ Time(s): _____ Estimated attendance: _____

University location(s): _____

Describe facility set up needs (ie banquet rounds for 100):

Facility Rental Fee: \$_____ (provided by Office of University Events and Engagement)

Approved Amount Waived: \$_____ (to be completed by Senior Vice President for Strategic Partnerships and General Counsel)

Approved amount waived will be based upon the partnership, group, and overall long term financial or other benefit(s) to Marian University. This request is not a guarantee of 100% waiver of fees. Please describe the immediate and long term financial or other benefit to Marian University that would justify the requested waiver of fees. Please be specific (e.g. as a result of our partnership with this organization, we have admitted 10 students to Marian in the last 3 years):

Request approved by: (Department Chair/Supervisor):

Name: _____

Signature: _____ Date: _____

Approved

Signature: _____ Date: _____

Senior Vice President for Strategic Partnerships & General Counsel

ALL SIGNATURES ARE REQUIRED FOR APPROVAL OF WAIVER
At least 30 days prior to event date.

