



# Exemption Request

## USE OF PRIVATE FACILITIES FOR MEETINGS

Date of Request:		College/Unit:
Office/Department:		Contact Phone:
Please provide the following information:		
Date(s) of Meeting:	Name of Facility:	Location of Facility:
Exemption Category: <input type="checkbox"/> Classroom instruction <input type="checkbox"/> Meeting comprised of students <input type="checkbox"/> Public facility <input type="checkbox"/> No fee		
Cost to rent or lease private facility: \$		Total estimated meeting cost: \$
Purpose of Meeting:		
Why are state facilities or other public facilities not available?		
Justification for use of private facility:		
What would be the consequence if this exemption is not approved?		
Signature of Requestor:		Print Name/Title:

*Complete and submit directly the President / IEL CEO / Chancellor, as appropriate*

PRESIDENT / IEL CEO / CHANCELLOR RECOMMENDATION	
<input type="checkbox"/>	Request approved; meets exempt criteria ..... Forward to Rod Ramer, MS 1007
<input type="checkbox"/>	Request approved; requires SBCTC/OFM approval ..... Forward to Rod Ramer, MS 1007
<input type="checkbox"/>	Request disapproved ..... Return to Requestor
<b>Reason:</b> _____	
Signature: _____	Date: _____

EXECUTIVE DETERMINATION	
<input type="checkbox"/>	Request is determined critically necessary to agency ( <i>Submit to SBCTC/OFM for further processing</i> )
<input type="checkbox"/>	Request is determined not critically necessary ( <i>Return to unit executive</i> )
Signature: _____	Date: _____