CAL POLY HUMBOLDT
conference + event
Services

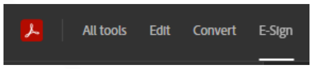
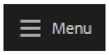
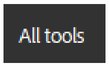
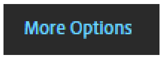
Facility Fee Waiver Routing Instructions

These directions are for when you open the PDF and the Adobe Acrobat Application opens on your computer:

Adobe Acrobat
If you are using the [web browser version of Adobe Acrobat sign]() you will need to follow steps 1 - 6 and then skip to step 13.

(Clicking the blue number will take you to a visual example; clicking the blue Step(s) above the pictures will take you back up to the steps)

Step(s)

[1](). [Download and open the form]() if you haven't already downloaded the form.
[If you open from the link from the above link click "ESign": ]
[2](). Fill out the form up to the dividing line. **Gather all documentation relating to the justification of a fee waiver so you are ready to attach it to the form.**
[3](). Go to the  and click "Print"
[If you open from the form from the above link click download: *in the right corner and go to Step 5]*
[4](). In the Printer drop-down menu select Adobe PDF
[5](). Save the form in your desired location and desired name
[6](). The new PDF will open from your desired location; your text fields will now be uneditable
[7](). Click on 
[8](). The All tools side menu will pop out
[9](). At the bottom of the menu select the "Request e-signatures" button
[10](). In the box that pops up input your Dean or VP's email address
[11](). The box will then generate the message that will be sent with your signature request. Under "Add Cc" Change the subject and body of your email to your desired text (otherwise it will send with the document name and "Please review and sign this document.")
[12](). Select  (not "Specify where to sign" even though that's the intuitive next step)
[13](). On the "Get documents signed screen" your Dean or VP will auto-populate as the#1 box. In the #2 box input [spacerentals@humboldt.edu](). In the "*Files" box **please add any and all information for justification that would make your case for a fee waiver.**
-The toggle above the #1 box SHOULD be set to "Complete in Order".
-The check box above the blue "Next" button "Preview and add signature fields" should be checked.
[14](). On the next screen, you will have a Recipients drop-down menu which should default to your #1 signer, if it's not select your #1 signer.

15. Underneath “RECIPIENTS” there is the “Signature Fields” drop-down. Click on the carrot ⌄ and it will expand.

16. In that drop-down you can hover over, grab (long click) Signature and drag it to the Dean or VP Approval, the box should expand to the line. If it doesn't you can drag the edges of the box to fit.

17. Underneath the “Signature Fields” drop-down there is the “Signer Info Fields” drop-down menu, click the carrot ⌄ grab Date and drop it onto the “Date” line.

18 If you plan on having to do this form in the future check the “Save as template” box above the blue “Send” button

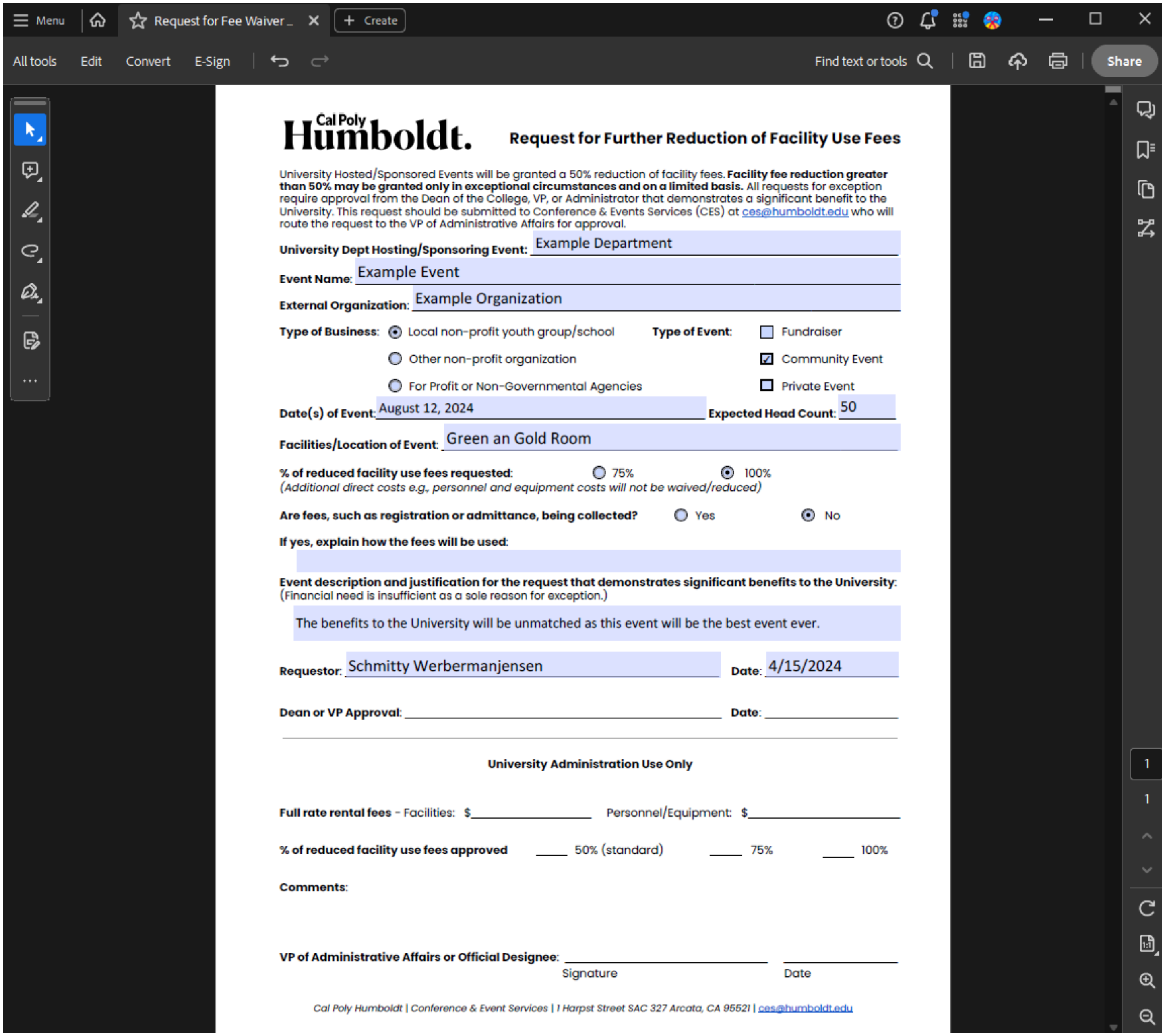
19. Hit Send

CES will input the expected cost and send the form to the VP of Administrative Affairs for you.

Note: When you hit send Adobe Sign will automatically send you an email telling you your document has been sent out for signature. When the form is signed you will receive updates. You don’t need to CC yourself to receive updates.

Step(s) 1

Step(s) 2



Cal Poly Humboldt.

Request for Further Reduction of Facility Use Fees

University Hosted/Sponsored Events will be granted a 50% reduction of facility fees. **Facility fee reduction greater than 50% may be granted only in exceptional circumstances and on a limited basis.** All requests for exception require approval from the Dean of the College, VP, or Administrator that demonstrates a significant benefit to the University. This request should be submitted to Conference & Events Services (CES) at ces@humboldt.edu who will route the request to the VP of Administrative Affairs for approval.

University Dept Hosting/Sponsoring Event: Example Department

Event Name: Example Event

External Organization: Example Organization

Type of Business: ● Local non-profit youth group/school ○ Other non-profit organization ○ For Profit or Non-Governmental Agencies

Type of Event: ☐ Fundraiser ☑ Community Event ☐ Private Event

Date(s) of Event: August 12, 2024 **Expected Head Count:** 50

Facilities/Location of Event: Green an Gold Room

% of reduced facility use fees requested: ○ 75% ● 100%
(Additional direct costs e.g., personnel and equipment costs will not be waived/reduced)

Are fees, such as registration or admittance, being collected? ○ Yes ● No

If yes, explain how the fees will be used:

Event description and justification for the request that demonstrates significant benefits to the University:
(Financial need is insufficient as a sole reason for exception.)

The benefits to the University will be unmatched as this event will be the best event ever.

Requestor: Schmitty Werbermanjensen **Date:** 4/15/2024

Dean or VP Approval: ____________________ **Date:** ____________

University Administration Use Only

Full rate rental fees - Facilities: $__________ Personnel/Equipment: $__________

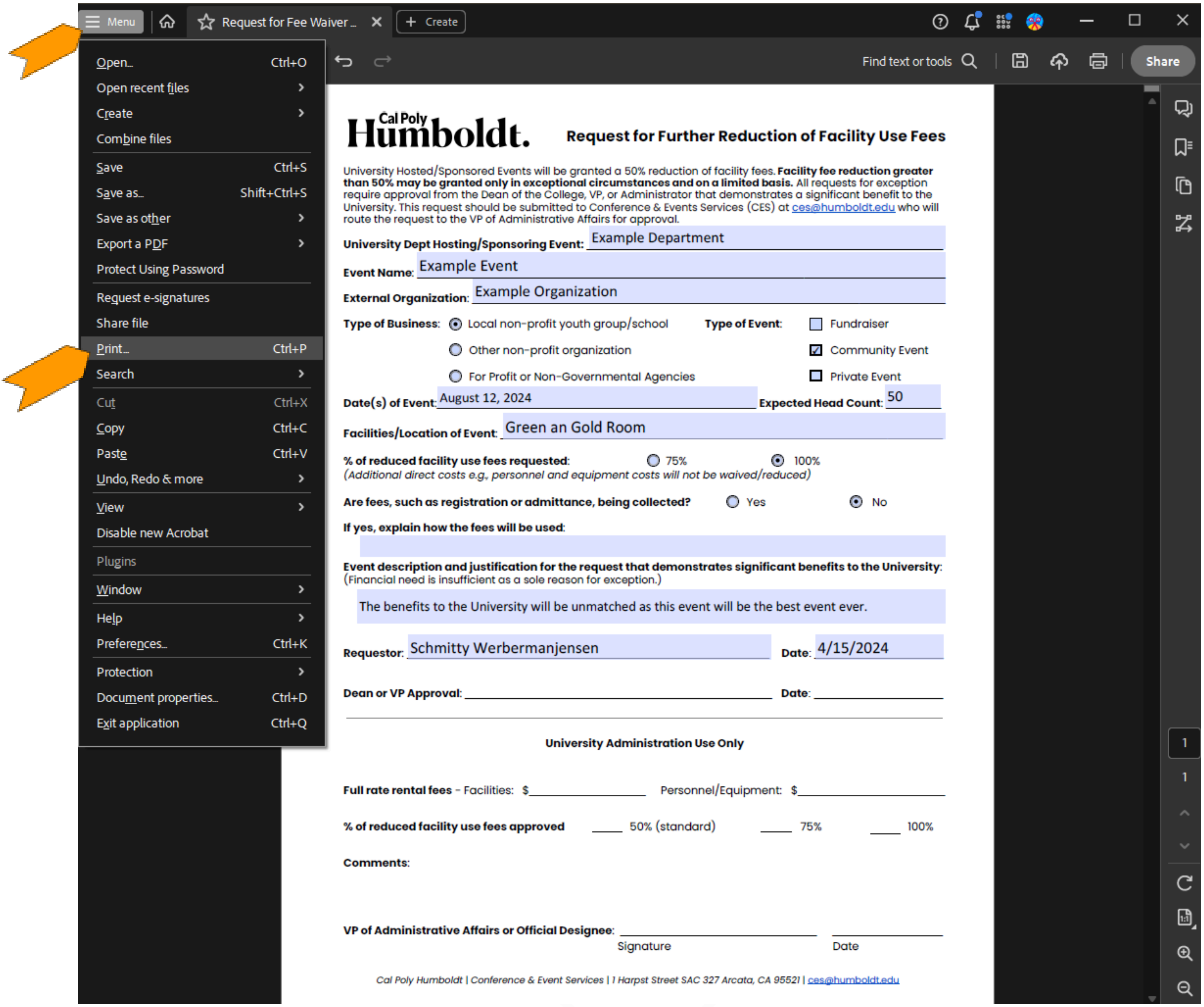
% of reduced facility use fees approved ____ 50% (standard) ____ 75% ____ 100%

Comments:

VP of Administrative Affairs or Official Designee: ____________________ ____________
Signature Date

Cal Poly Humboldt | Conference & Events Services | 1 Harpst Street SAC 327 Arcata, CA 95521 | ces@humboldt.edu

Step(s) 3


Menu
Request for Fee Waiver ...
Create
Find text or tools
Share
Open... Ctrl+O
Open recent files
Create
Combine files
Save Ctrl+S
Save as... Shift+Ctrl+S
Save as other
Export a PDF
Protect Using Password
Request e-signatures
Share file
Print... Ctrl+P
Search
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Undo, Redo & more
View
Disable new Acrobat
Plugins
Window
Help
Preferences... Ctrl+K
Protection
Document properties... Ctrl+D
Exit application Ctrl+Q
1
1

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Requestor: Schmitty Werbermanjensen **Date:** 4/15/2024

Dean or VP Approval: ______________________ **Date:** ____________

University Administration Use Only

Full rate rental fees – Facilities: $____________ Personnel/Equipment: $____________

% of reduced facility use fees approved ____ 50% (standard) ____ 75% ____ 100%

Comments:

VP of Administrative Affairs or Official Designee: ______________________ ____________
Signature Date

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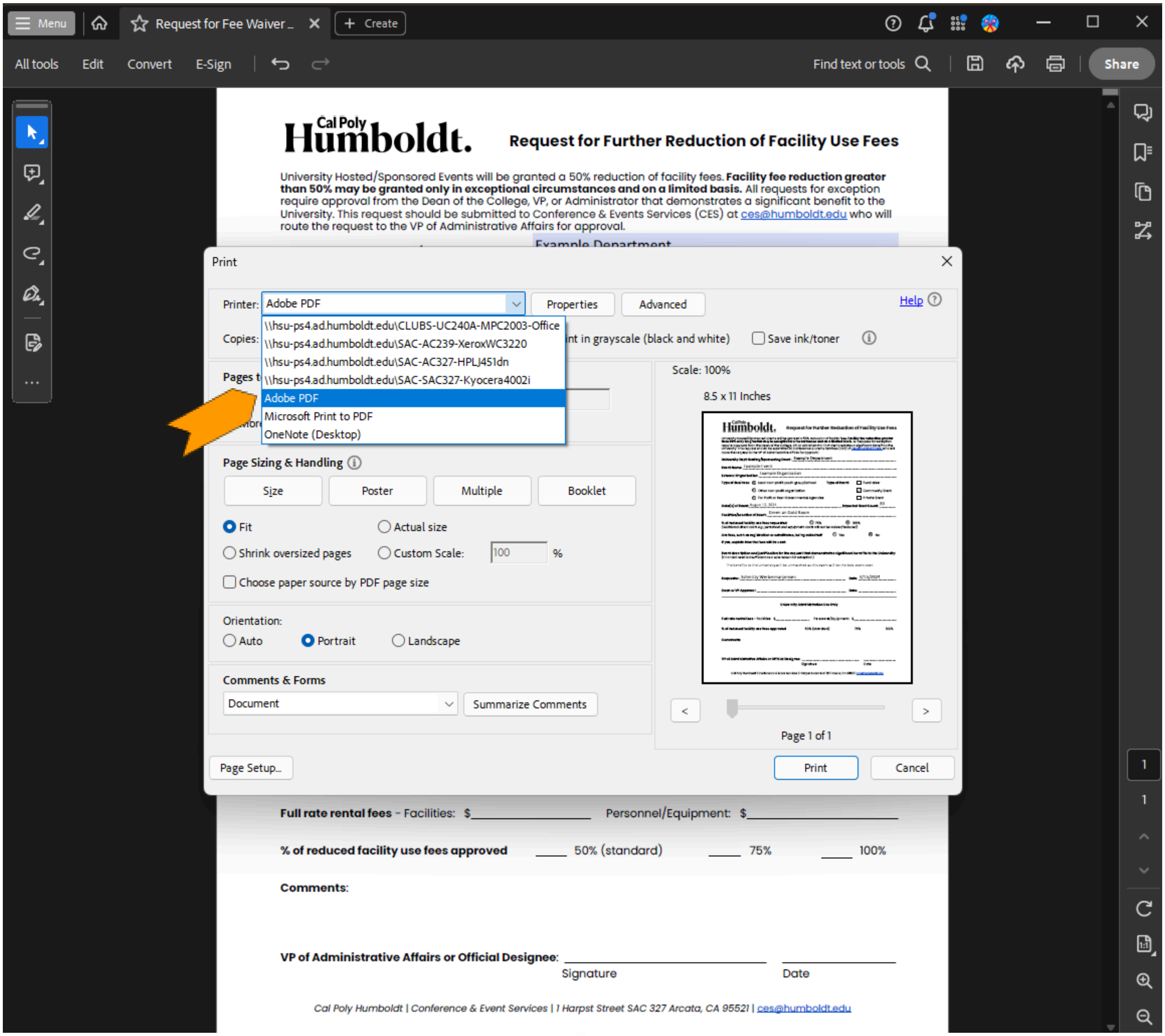
Step(s) 4

Step(s) 5



Menu
Request for Fee Waiver...
Create
All tools
Edit
Convert
E-Sign
Find text or tools
Share

Cal Poly Humboldt. **Request for Further Reduction of Facility Use Fees**

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Example Department

Print

Printer: Adobe PDF

\\hsu-ps4.ad.humboldt.edu\CLUBS-UC240A-MPC2003-Office
\\hsu-ps4.ad.humboldt.edu\SAC-AC239-XeroxWC3220
\\hsu-ps4.ad.humboldt.edu\SAC-AC327-HPLJ451dn
\\hsu-ps4.ad.humboldt.edu\SAC-SAC327-Kyocera4002i
Adobe PDF
Microsoft Print to PDF
OneNote (Desktop)

Copies:

...nt in grayscale (black and white) ☐ Save ink/toner

Pages t...

...ore

Page Sizing & Handling

● Fit ○ Actual size
○ Shrink oversized pages ○ Custom Scale: 100 %
☐ Choose paper source by PDF page size

Orientation:
○ Auto ● Portrait ○ Landscape

Comments & Forms
Document

Scale: 100%
8.5 x 11 Inches

Page 1 of 1

Properties
Advanced
Help
Size
Poster
Multiple
Booklet
Summarize Comments
Page Setup...
Print
Cancel

Full rate rental fees - Facilities: $__________ Personnel/Equipment: $__________

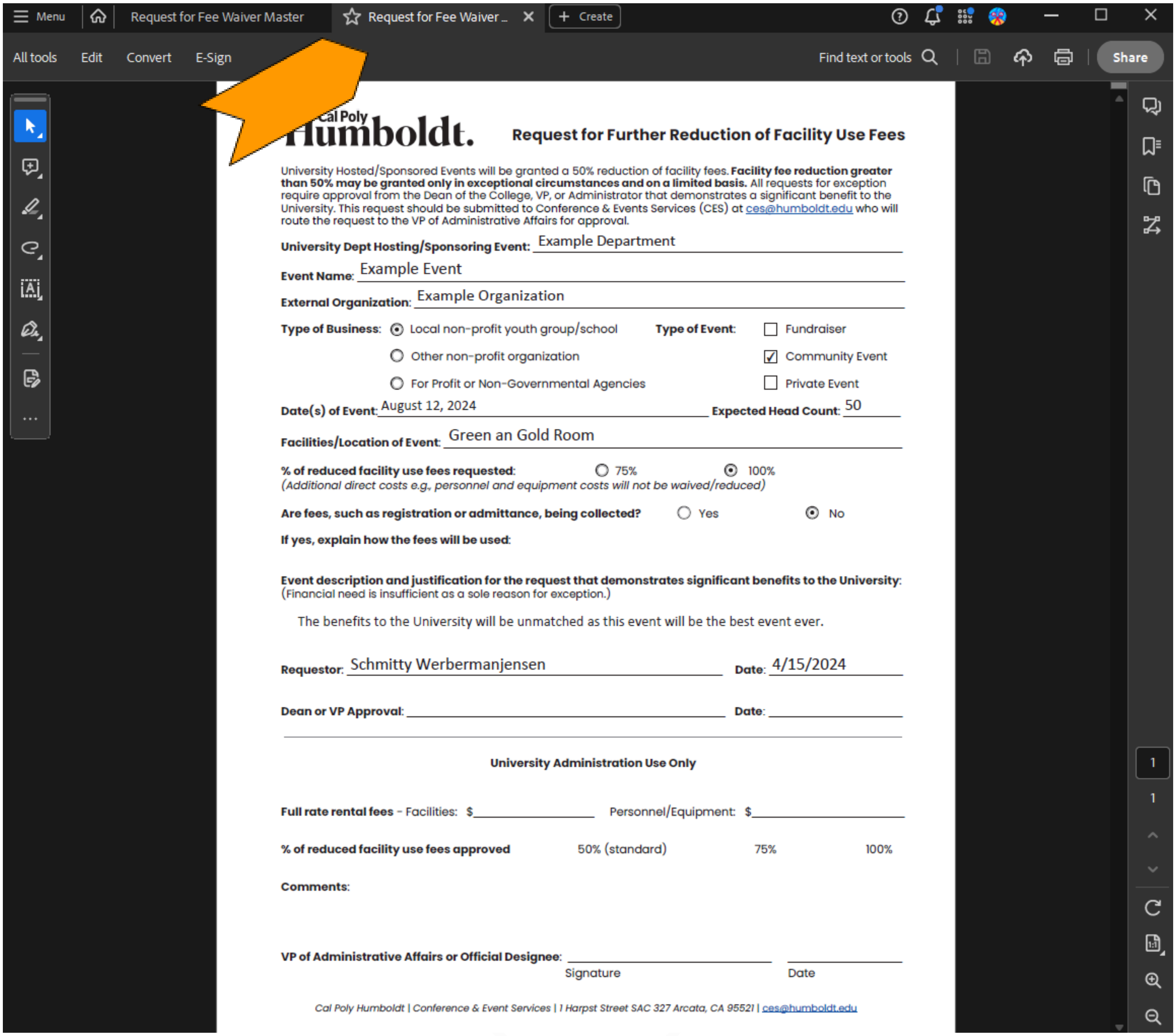
% of reduced facility use fees approved ____ 50% (standard) ____ 75% ____ 100%

Comments:

VP of Administrative Affairs or Official Designee: ________________ ________
Signature Date

Cal Poly Humboldt | Conference & Event Services | 1 Harpst Street SAC 327 Arcata, CA 95521 | ces@humboldt.edu

Step(s) 6



Cal Poly Humboldt.

Request for Further Reduction of Facility Use Fees

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Requestor: Schmitty Werbermanjensen **Date:** 4/15/2024

Dean or VP Approval: ______________________ **Date:** ____________

University Administration Use Only

Full rate rental fees – Facilities: $____________ Personnel/Equipment: $____________

% of reduced facility use fees approved 50% (standard) 75% 100%

Comments:

VP of Administrative Affairs or Official Designee: ______________________ ____________
Signature Date

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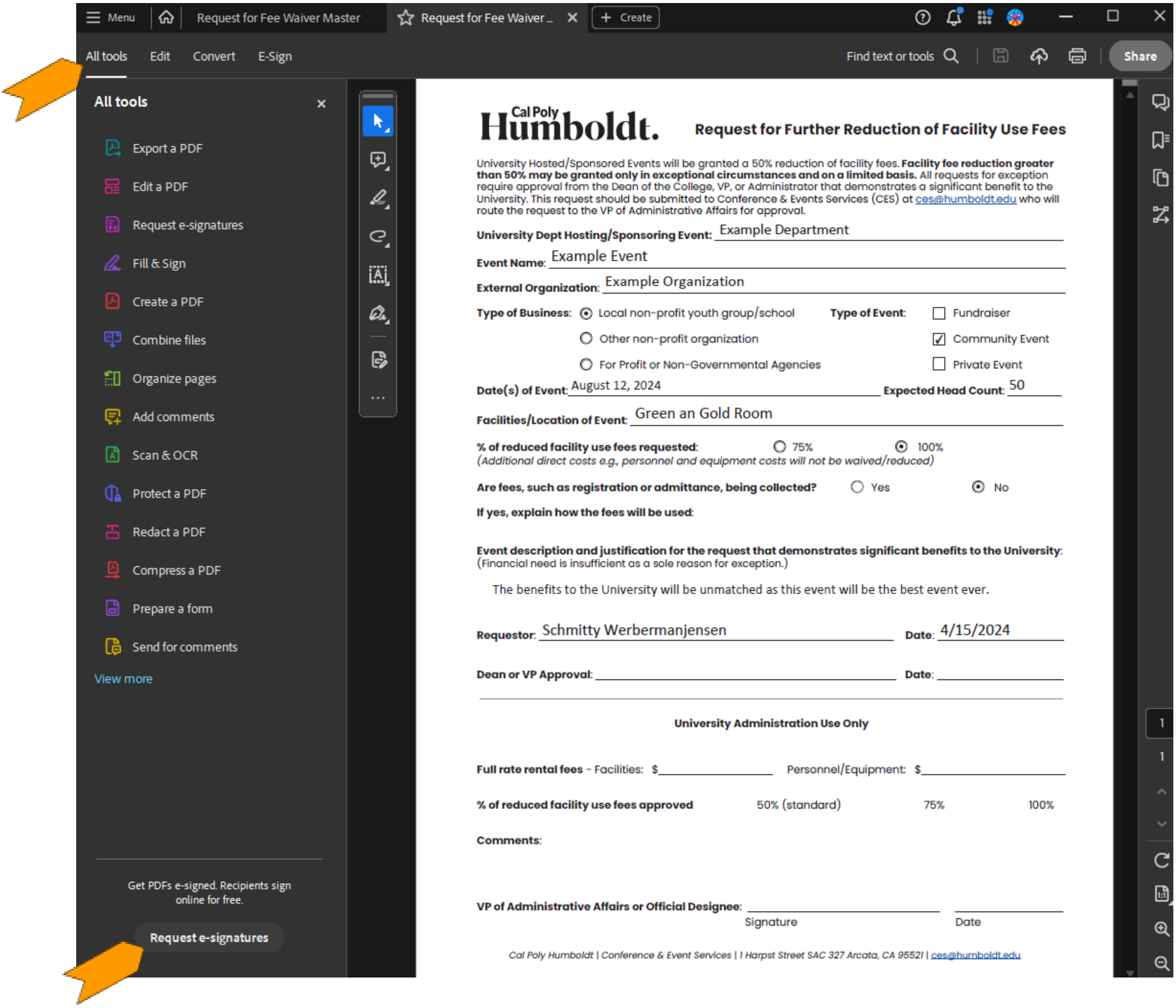
Step(s) 7

Step(s) 8

Step(s) 9


Menu
Request for Fee Waiver Master
Request for Fee Waiver ...
Create
All tools
Edit
Convert
E-Sign
Find text or tools
Share
All tools
Export a PDF
Edit a PDF
Request e-signatures
Fill & Sign
Create a PDF
Combine files
Organize pages
Add comments
Scan & OCR
Protect a PDF
Redact a PDF
Compress a PDF
Prepare a form
Send for comments
View more
Get PDFs e-signed. Recipients sign online for free.
Request e-signatures
1
1

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Request for Further Reduction of Facility Use Fees

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Dean or VP Approval: ________________ **Date:** ________

University Administration Use Only

Full rate rental fees - Facilities: $__________ Personnel/Equipment: $__________

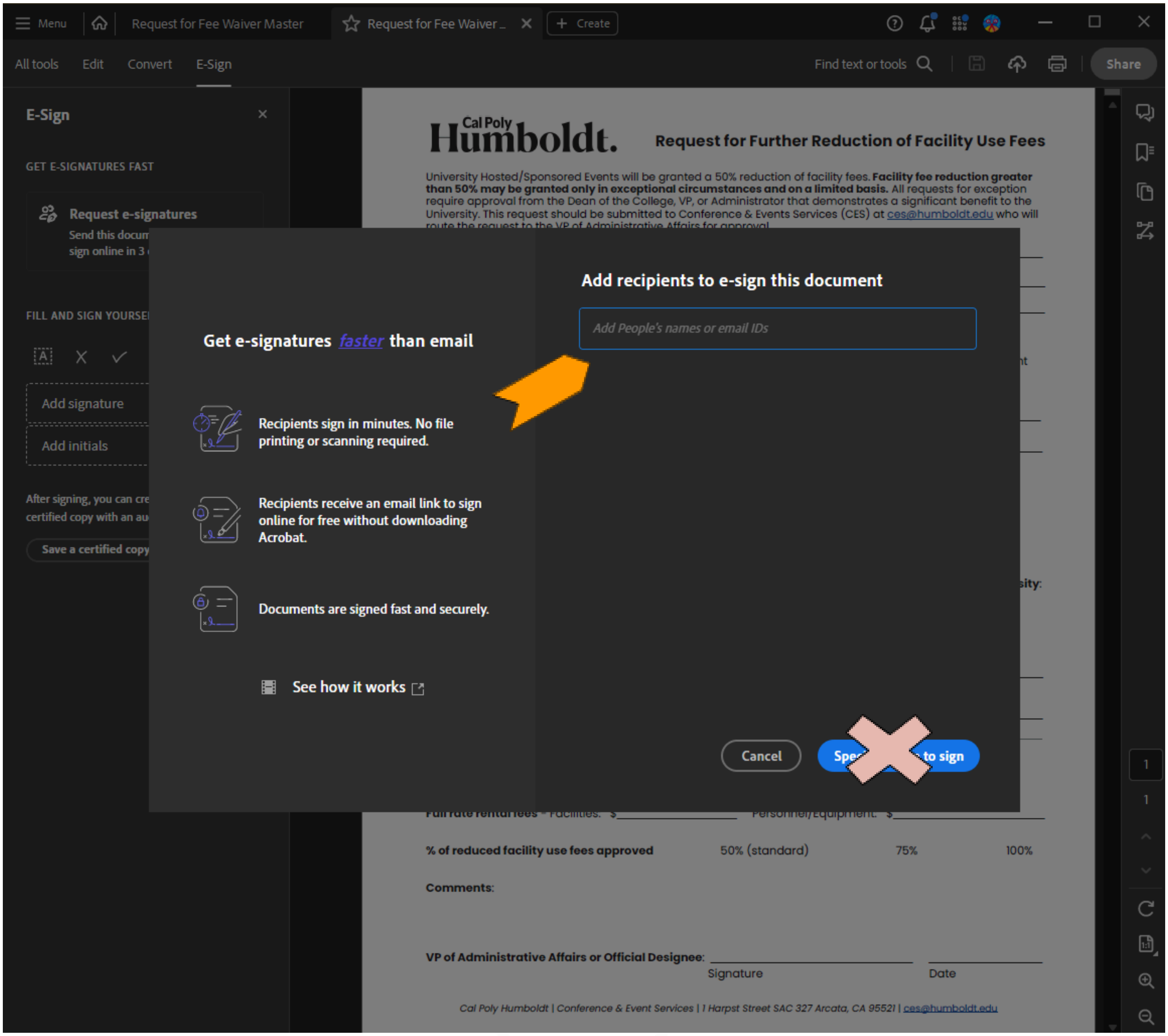
% of reduced facility use fees approved 50% (standard) 75% 100%

Comments:

VP of Administrative Affairs or Official Designee: ________________ ________
Signature Date

Cal Poly Humboldt | Conference & Event Services | 1 Harpst Street SAC 327 Arcata, CA 95521 | ces@humboldt.edu

Step(s) 10



Menu
Request for Fee Waiver Master
Request for Fee Waiver...
Create
All tools
Edit
Convert
E-Sign
Find text or tools
Share
E-Sign
GET E-SIGNATURES FAST
Request e-signatures
FILL AND SIGN YOURSELF
Add signature
Add initials
Save a certified copy

Add recipients to e-sign this document

Add People's names or email IDs

Get e-signatures *faster* than email

Recipients sign in minutes. No file printing or scanning required.

Recipients receive an email link to sign online for free without downloading Acrobat.

Documents are signed fast and securely.

See how it works

Cancel
Spe... to sign

Request for Further Reduction of Facility Use Fees

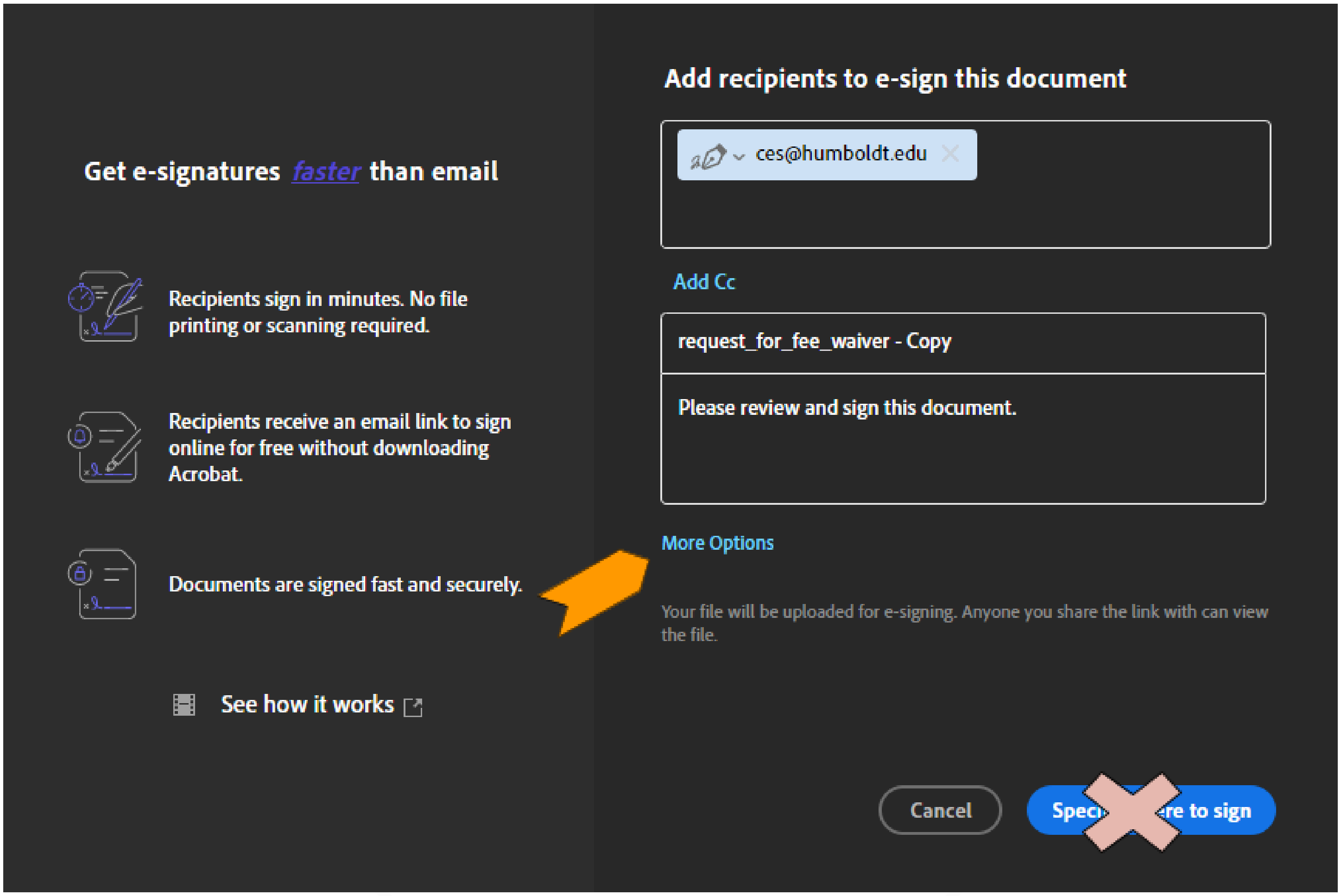
% of reduced facility use fees approved 50% (standard) 75% 100%

Comments:

VP of Administrative Affairs or Official Designee: Signature Date

[Step(s)](#) 11

[Step(s)](#) 12



Get e-signatures faster than email
Recipients sign in minutes. No file printing or scanning required.
Recipients receive an email link to sign online for free without downloading Acrobat.
Documents are signed fast and securely.
See how it works
Add recipients to e-sign this document
Add Cc
More Options
Cancel
Speci re to sign

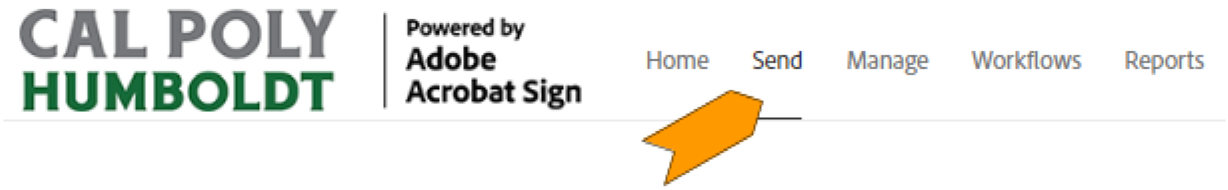
ces@humboldt.edu

request_for_fee_waiver - Copy

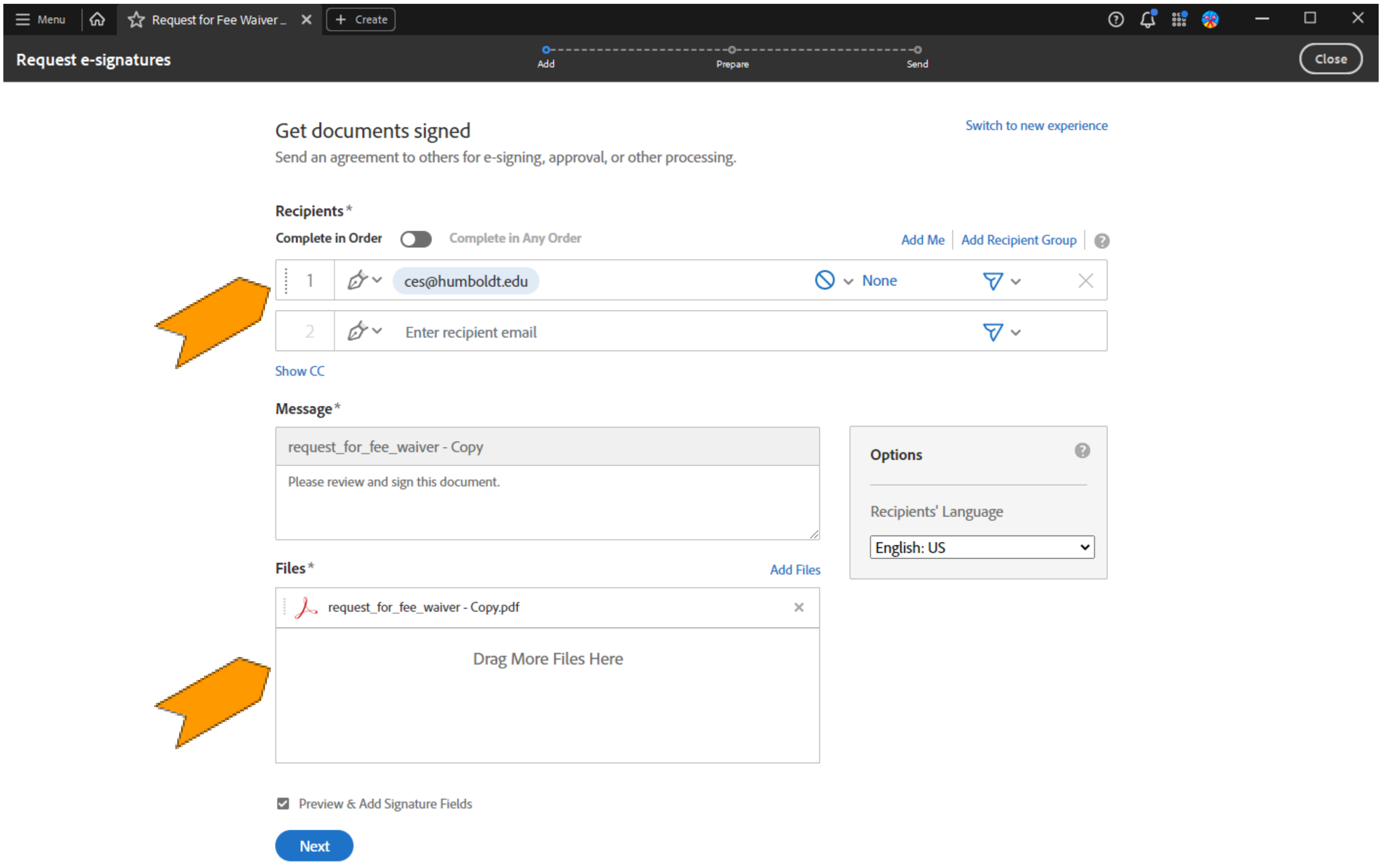
Please review and sign this document.

Your file will be uploaded for e-signing. Anyone you share the link with can view the file.

Web Brower users only:


CAL POLY HUMBOLDT
Powered by Adobe Acrobat Sign
Home
Send
Manage
Workflows
Reports

Step(s) 13


Menu
Request for Fee Waiver ..
Create
Request e-signatures
Add
Prepare
Send
Close
Get documents signed
Switch to new experience
Send an agreement to others for e-signing, approval, or other processing.
Recipients *
Complete in Order
Complete in Any Order
Add Me
Add Recipient Group
None
Enter recipient email
Show CC
Message *
Options
Recipients' Language
Files *
Add Files
Drag More Files Here
Next

1 ces@humboldt.edu

request_for_fee_waiver - Copy

Please review and sign this document.

English: US

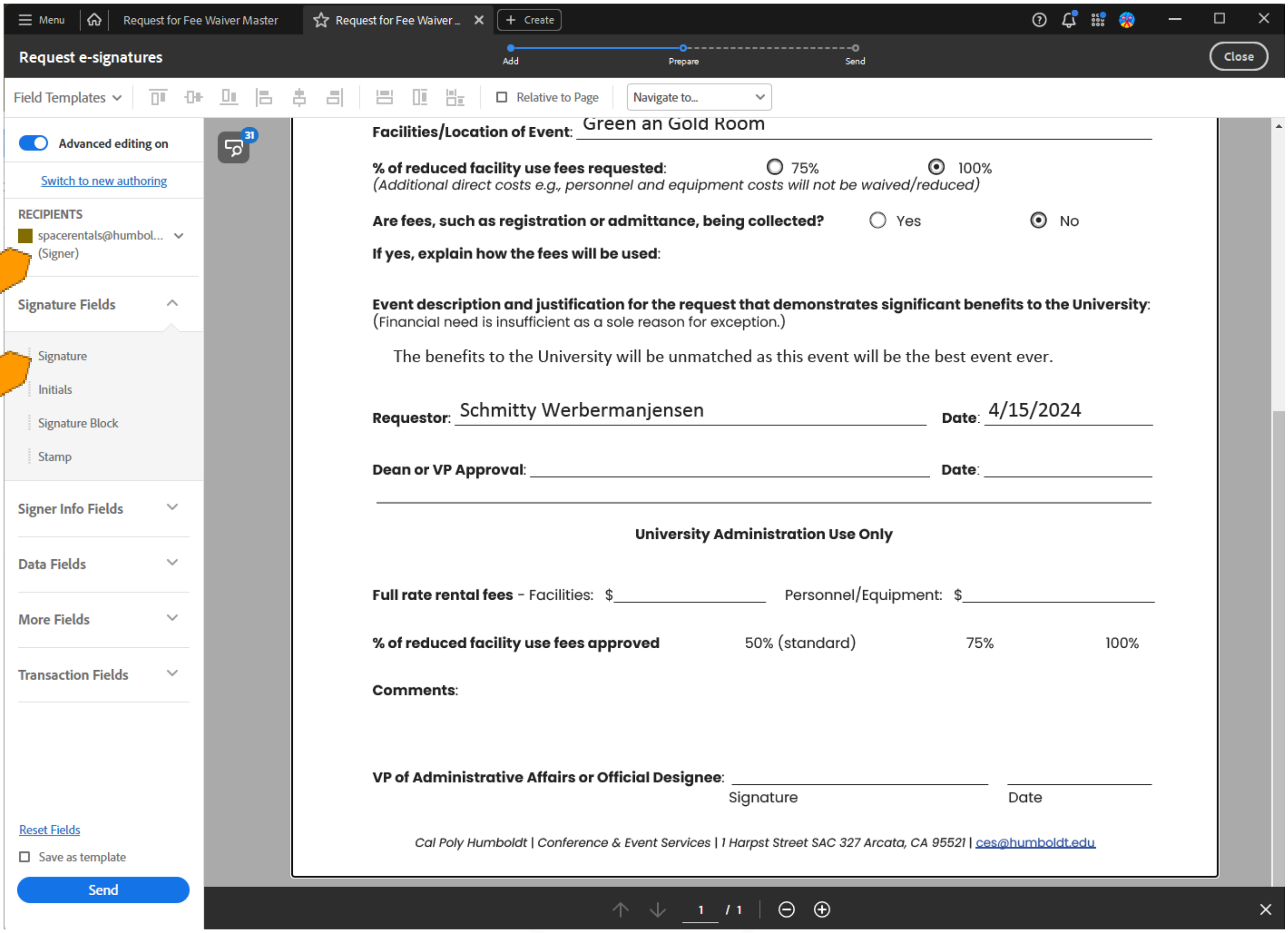
request_for_fee_waiver - Copy.pdf

☑ Preview & Add Signature Fields

Step(s) 14

Step(s) 15

Step(s) 16



Menu
Request for Fee Waiver Master
Request for Fee Waiver...
Create
Request e-signatures
Add
Prepare
Send
Close
Field Templates
Relative to Page
Navigate to...
Advanced editing on
Switch to new authoring
RECIPIENTS
spacerentals@humbol...
(Signer)
Signature Fields
Signature
Initials
Signature Block
Stamp
Signer Info Fields
Data Fields
More Fields
Transaction Fields
Reset Fields
Save as template
Send
31
1 / 1

Facilities/Location of Event: Green an Gold Room

% of reduced facility use fees requested: ○ 75% ● 100%
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Dean or VP Approval: ____________________ **Date:** ____________

University Administration Use Only

Full rate rental fees - Facilities: $____________ Personnel/Equipment: $____________

% of reduced facility use fees approved 50% (standard) 75% 100%

Comments:

VP of Administrative Affairs or Official Designee: ____________________ ____________
Signature Date

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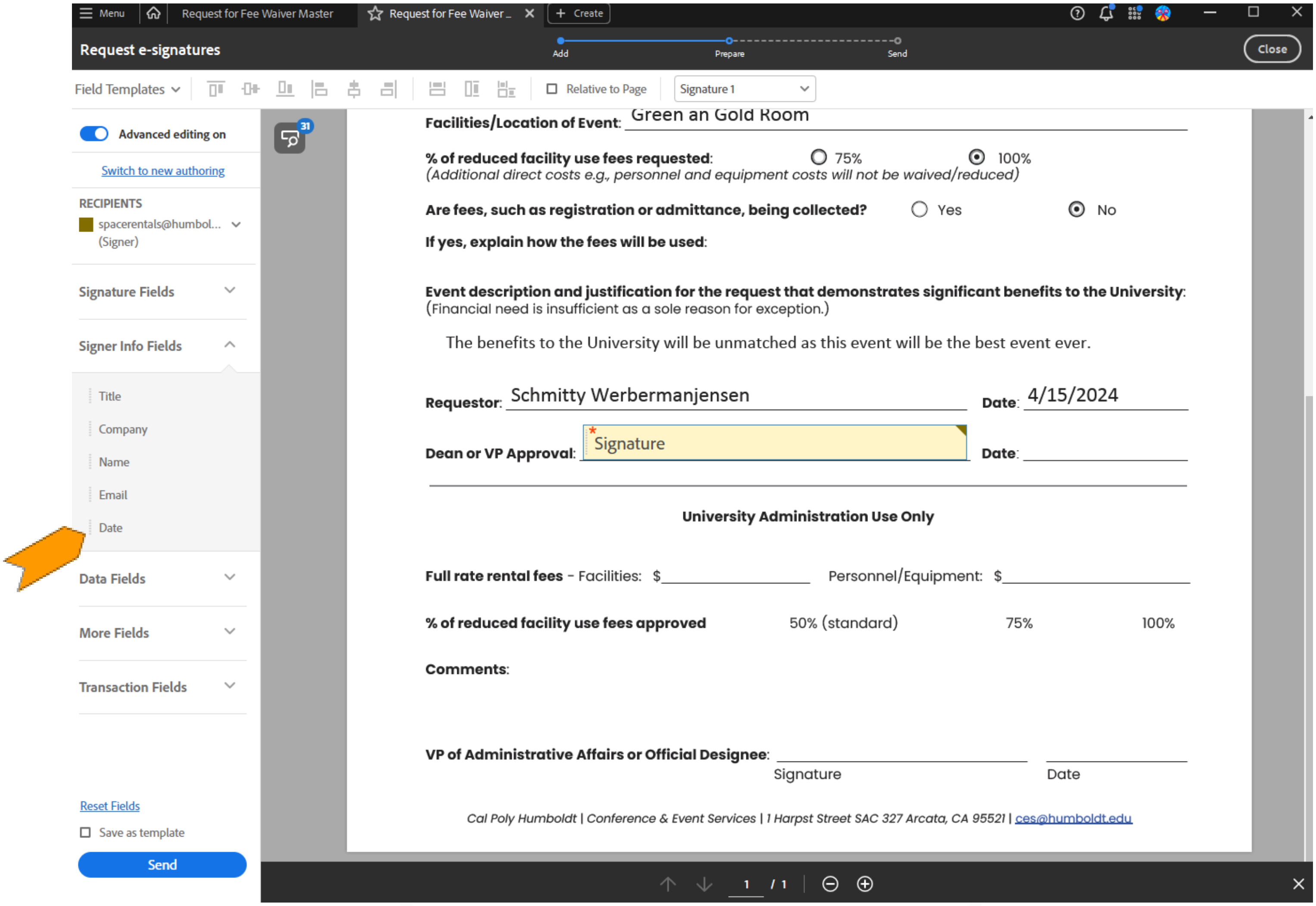
Step(s) 17


Menu
Request for Fee Waiver Master
Request for Fee Waiver ...
Create
Request e-signatures
Add
Prepare
Send
Close
Field Templates
Relative to Page
Signature 1
Advanced editing on
Switch to new authoring
RECIPIENTS
spacerentals@humbol...
(Signer)
Signature Fields
Signer Info Fields
Title
Company
Name
Email
Date
Data Fields
More Fields
Transaction Fields
Reset Fields
Save as template
Send
31
1 / 1

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Dean or VP Approval: * Signature **Date:**

University Administration Use Only

Full rate rental fees – Facilities: $ Personnel/Equipment: $

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Comments:

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Signature Date

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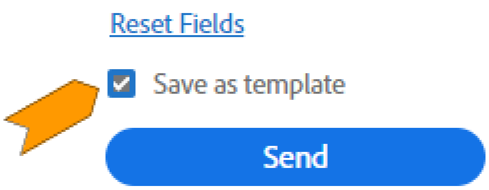
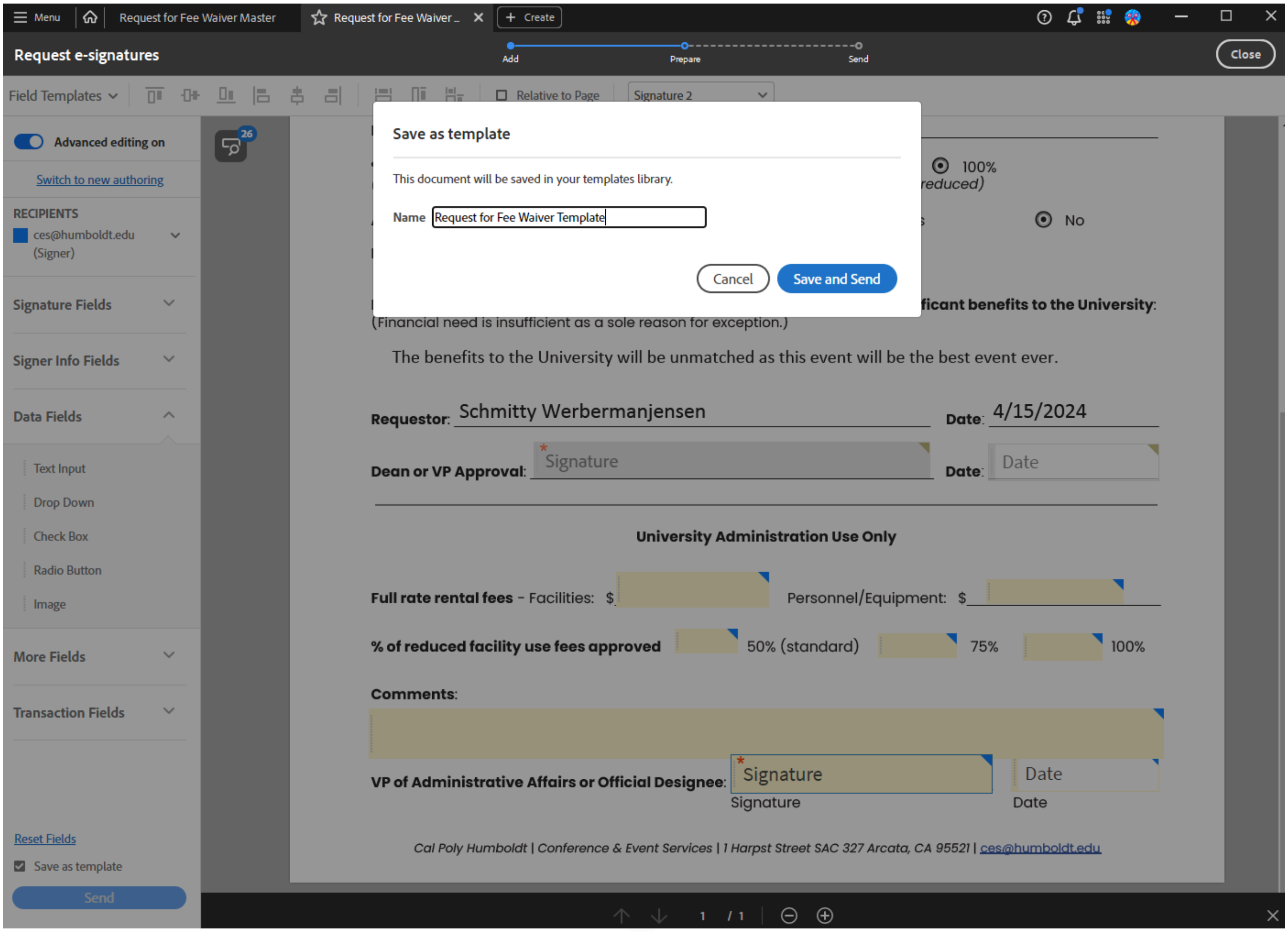
Step(s) 18


Reset Fields
☑ Save as template
Send


Menu
Request for Fee Waiver Master
Request for Fee Waiver ...
Create
Request e-signatures
Add
Prepare
Send
Close
Field Templates
Relative to Page
Signature 2
Advanced editing on
Switch to new authoring
RECIPIENTS
ces@humboldt.edu
(Signer)
Signature Fields
Signer Info Fields
Data Fields
Text Input
Drop Down
Check Box
Radio Button
Image
More Fields
Transaction Fields
Reset Fields
Save as template
Send
26
Cancel
Save and Send
1 / 1

Save as template

This document will be saved in your templates library.

Name: Request for Fee Waiver Template

● 100%
reduced)

● No

...ficant benefits to the University:
(Financial need is insufficient as a sole reason for exception.)

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Requestor: Schmitty Werbermanjensen **Date:** 4/15/2024

Dean or VP Approval: Signature **Date:** Date

University Administration Use Only

Full rate rental fees - Facilities: $ Personnel/Equipment: $

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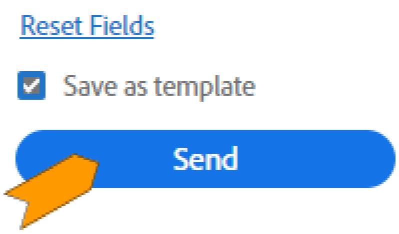
Comments:

VP of Administrative Affairs or Official Designee: Signature Date

Signature Date

Cal Poly Humboldt | Conference & Event Services | 1 Harpst Street SAC 327 Arcata, CA 95521 | ces@humboldt.edu

Step(s) 19


Reset Fields
☑ Save as template
Send