

## **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:	
☐ Classroom instruction ☐ Meeting comprised of	students
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	
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Complete and submit directly the President  PRESIDENT / IEL CEO / CHANCE	
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PRESIDENT / IEL CEO / CHANCE	LLOR RECOMMENDATION Forward to Rod Ramer, MS 1007
PRESIDENT / IEL CEO / CHANCE  Request approved; meets exempt criteria	LLOR RECOMMENDATION  Forward to Rod Ramer, MS 1007  Forward to Rod Ramer, MS 1007
PRESIDENT / IEL CEO / CHANCE  Request approved; meets exempt criteria	ELLOR RECOMMENDATION  Forward to Rod Ramer, MS 1007  Forward to Rod Ramer, MS 1007  Return to Requestor
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PRESIDENT / IEL CEO / CHANCE  Request approved; meets exempt criteria	ELLOR RECOMMENDATION  Forward to Rod Ramer, MS 1007  Forward to Rod Ramer, MS 1007  Return to Requestor  Date:  Date:  RMINATION  mit to SBCTC/OFM for further processing)
PRESIDENT / IEL CEO / CHANCE  Request approved; meets exempt criteria	ELLOR RECOMMENDATION  Forward to Rod Ramer, MS 1007  Forward to Rod Ramer, MS 1007  Return to Requestor  Date:  Date:  RMINATION  mit to SBCTC/OFM for further processing)

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