

Fee Waivers and Reductions:

University Partnerships

UAM recognizes the value of partnerships that support education, economic development, workforce initiatives, community engagement, and the overall mission of the university. As such, facility rental fees may be reduced or waived for events that provide a direct benefit to UAM, its students, faculty, staff, or the surrounding community. Requests for fee reductions or waivers will be reviewed on a case-by-case basis and are subject to approval by the Executive Council. Approval of a fee waiver or reduction for one event does not guarantee approval for future events. The university reserves the right to assess charges for event-related expenses, even when facility rental fees are reduced or waived.

Reservation Fees, Cancellations, and Damages

A non-refundable Reservation Fee is required to confirm all external facility reservations. If the reserving organization cancels the event, the Reservation Fee will be forfeited. The organization may also be responsible for any costs incurred by the university on its behalf, including staffing, security, catering commitments, or other contracted services.

If the university closes due to inclement weather, emergencies, or other unforeseen circumstances, the Reservation Fee may be applied to a rescheduled event, subject to facility availability.

The reserving organization is responsible for any damage, missing equipment, unauthorized facility uses, policy violations, or additional staffing costs resulting from the event. The university reserves the right to assess charges for repairs, replacement, cleanup, labor, security, or other related expenses.

Organizations with outstanding balances or a history of unpaid charges or facility use violations may be denied future reservations.