Maxwell Theatre Rate Structure Guidelines

Augusta State University Sponsored Event

Event Name _____

Event Date(s)_____ Dept. Chair/Advisor Signature _____

In order for an event to be charged the Augusta State University Sponsored Event rate the answer to all of the following questions must be "yes."

1. Is the sponsor an official University department/student organization? Yes ☐ No ☐
2. Is the event in keeping with the University mission? Yes ☐ No ☐

   If yes, how?

   (In many cases this answer is obvious, so please be brief. One or two word answers are OK.)

3. Is the event in keeping with the mission of the department/student organization? Yes ☐ No ☐

   If yes, how?

   (In many cases this answer is obvious, so please be brief. One or two word answers are OK.)

   If no, why is the department/student organization presenting the event? (an example of an answer here may be "assigned by the President.")

   The reasons for "no" answers will be reviewed to ensure that the event is in the proper fee category.

If this event is an annual event please check here __ ___ and this form will be kept on file for future years. Should the nature of the event change, a new form may have to be submitted.

In lieu of an electronic signature this form may be signed and faxed to the Maxwell Theatre at (706)667-4916