

RESERVING SPACE ON CAMPUS

A Facility Usage Request must be filled out anytime a group wishes to use a campus facility. Whether it is a dance, meeting, or rehearsal, this form must be submitted to reserve the room or space you wish to use. A copy of the Facility Usage Request Form is attached to this page for your information. Additional copies can be obtained from the Offices of Student Activities (122 Schwarm)

To reserve space on campus, fill out the requested information, have your adviser co-sign the form, and submit the form at least 5 working days in advance of your program for approval to the appropriate office as follows:

OFFICE THAT APPROVES

Any Classroom	Records Office	104 Mosler
Gym Facilities	Athletic Office	108 Gym
Parrish Auditorium	Business Office	101 Mosler
Schwarm Commons	Student Services Office	130 Rentschler
Mosler Student Lounge	Student Services Office	130 Rentschler
Parrish Auditorium	Business Office	101 Mosler
Harry T. Wilks Conference Center	Brett Couch	100 Wilks
Wilks Classrooms	Records Office	104 Mosler
307 Phelps (small studio)	Bekka Eaton	205 Rentschler

Keep a copy of the Facility Usage Request Form for your records in case you need to cancel or make changes. Please note that the use of certain campus facilities may result in a charge for janitorial services for set-up and clean-up before and after the event. All organizations are required to clean up after every event. A dust mop for the gym floor, a broom, a bucket and sponges will be available in the First Aid Room the Gymnasium for general clean up activities. Any furniture or equipment should be returned to its proper location. Full garbage cans should be emptied in the dumpster outside Rentschler Hall. Large waste products such as empty pizza boxes, cartons, and other paper products can be deposited in the recycling dumpster near the softball field.

NOTE: If you have decided not to use a facility once it has been reserved; please cancel your reservation form!! To do so, simply write "cancel" across a copy of the form, specify the cancellation date and time, and resubmit it to Carol Allen in Records, 104 Mosler Hall.

POTENTIAL CHARGE: Use of the room may result in a charge for janitorial services for the event. The determination of whether or not a charge is made is based on whether or not a janitor is required at the time other than his/her normal working.

FACILITY USAGE REQUEST

Date of Request _____

Fill out this worksheet completely. Allow five working days for approval; Usage Request Approval form will be returned to the originator. Be sure to include all special Instructions concerning equipment, furniture set-up, and requirements for Public Safety.

Event		No. of participants,		
Desired facility (Bldg)		Room(s)		
<i>Day</i>	<i>Date</i>	<i>Event Time</i>	<i>Time In</i>	<i>Time Out</i>
Contact person				
Day phone		Evening phone		
Address				
City	State	Zip		
Sponsoring organization				
Type of event				

Instructions for set-up (AV or other equipment needs, furniture required and set-up including diagram

Is this original request _____ OR A revision? _____

Office Use Only

Approved _____

Return to Carol Stubblefield, 130 Rentschler