### Request for Facilities Use Form

#### Contact:

**For Student Organizations**  
Office of Student Activities  
Jasmine Buxton, Director  
Phone: (256) 372-5615  
Fax: (256) 372-5614

**Non Campus Organization**  
Office of Administrative Services for Facilities  
Walter Alexander, Director  
Phone: (256) 372-5829  
Fax: (256) 372-5346

Approved: _____ Not Approved: _____

Date of Request: _________________  
Date of Approval / Disapproval: _________________

**Event Request must be SUBMITTED AND FINALIZED at least ten business days prior to the event. FULL PAYMENT OF FEES is due one week prior to event date.**

- All student events must be approved by the Director of Student Activities, All Non-campus organizational events by the Director of Administrative Services for Facilities

### Please Type/Print

<table>
<thead>
<tr>
<th>Event Date(s):</th>
<th>Start time: _____ (am/pm) End time: _____ (am/pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehearsal Date(s):</td>
<td>Start time: _____ (am/pm) End time: _____ (am/pm)</td>
</tr>
</tbody>
</table>

(If Applicable)

Organization/Department: ___________________________________________________________

Contact Name(s): ________________________________________________________________

Phone: ____________________________  
Cell Phone: ____________________________  
(Required for all events)

Email address: ____________________________  
(Required for all events)

Event Name: ________________________________________________________________

Event Type:  
- Meeting/Forum  
- Dinner/Reception  
- Workshop/Lecture  
- Memorial  
- Concert/Play  
- Social Event  
- Other  

Expected Attendance: ____________ (number of people expected)

Brief description of event: ______________________________________________________

**Campus Advisor Signature for Approval of Event:** ________________________________

### Facility Requested: **NOTE:** (completion of form only reserve space until all Fee's and Signatures are obtained)

To confirm and reserve any facility listed below; secure the appropriate signature prior to submitting to the appropriate office.

- Agricultural Research Center (ARC)  
  (Ms. K. Sangalang, ext. 8460)
- Bertha Jones Conference Carver Complex B  
  (Dr. C. Smith ext. 4172)
- Bibb Graves Hall (Auditorium)  
  (Ms. V. Ayers ext. 8478)
- Clyde Foster Multipurpose Room – School of Business  
  (Ms. S. Williams ext 5230)
- Dawson Bldg-Auditorium  
  (Ms. N. McCrery ext. 4937)
- Edward S. Johnson Little Theatre – Morrison Bldg  
  (Dr. Susan Brown ext. 4085)
- Elmore Gymnasium  
  (Mrs. M. Mosley ext. 5376/ Betty Austin ext. 4009)
- Engineering Bldg-Auditorium  
  (Ms. R Whitman ext 5560)
- Ernest Knight Center-Dining Hall  
  (Mrs. Felicia Wilson ext. 5708)
- Frank Lewis-Old Gym  
  (Coach F. Smith ext.4262/Coach K. Walker ext. 5096)
- LRC Multipurpose Rm  
  (Ms. P. Draper ext 8741)
- ROTC Bldg-Gym  
  (Lt Col. Richard Ruffin ext.5776)
- Student Wellness Center  
  (Ms. A. Richards ext 8232)
LOGISTICS

Is the event open to the public? _____yes _____no

Will the event be televised? _____yes _____no

Will the event be taped for radio broadcast? _____yes _____no

Will food / refreshments be served by Aramark? _____yes _____no

Is there a charge for admission? _____yes _____no (If yes how much? _________________)

Will there be a printed program printed by AAMU Printing Services ext. 5770? _____yes _____no

Will security be needed? _____yes _____no If yes how many _____ and have cost been cleared / arranged _____yes _____no

***Please note that you are responsible for clean-up after the event and there will be a $350 Fee assessed to the Organization / Responsible Party for any facility left unclean if you choose not to use custodial services***

SET-UP & AUDIO/VISUAL

Check all items needed and quantity:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>Chairs</td>
<td></td>
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<tr>
<td>Podium</td>
<td></td>
</tr>
<tr>
<td>Tables: Covered</td>
<td></td>
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<tr>
<td>Tables: Uncovered</td>
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<tr>
<td>Microphones: Standing</td>
<td></td>
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<tr>
<td>Microphones: Handheld</td>
<td></td>
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<tr>
<td>Microphones: Lapel</td>
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<tr>
<td>Overhead Projector Screen</td>
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<tr>
<td>Projector</td>
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<td>Custodial Service</td>
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<tr>
<td>Light Technician</td>
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<td>Other</td>
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TOTAL COST: _______________________

***Use of Media equipment is permitted ONLY if reserved by faculty or staff members through the Learning Resource Center or Telecommunications Department.***

FINAL REQUIRED SIGNATURES

1. Organization President / Contact Date
2. Faculty/Staff/Advisor (One must be present during event) Date
3. Chief of Campus Police Date
4. Aramark (Only if serving food) Date
5. Director of Student Activities (Only if students are involved) Date
6. Vice President for Student Affairs Date

Organization agrees to hold harmless and indemnify the University from any and all liability for injury to persons or property occurring as a result of this activity authorization, and agrees to be liable to the University for any and all damage to any facility, building, equipment, and furniture owned or controlled by the University, which results from the activity or organization or is caused by any participant in said activity. Each Organization shall be fully responsible for the physical condition in which the facility is left. The expenses resulting from any damage or maintenance which is above the normal level of service shall be charged to the Organization. Failure of the Organization to meet this obligation within 30 days of billing will result in the cancellation of future privileges, as well as legal action.

Refreshments CANNOT be served in some facilities on campus. No food or refreshments can be served on the campus of Alabama Agricultural & Mechanical University without the approval of Aramark Dining Services.

Any organization which desires to cancel a planned activity must notify the Office of Student Activities / Department of Administrative Services for Facilities within 48 hours of planned event. Failure to notify ALL proper officials: Building Director, Campus Police, Aramark, Office of Student Activities, etc., will result in payment for all associated costs for event and may forfeit all future organizational rights and privileges for the responsible party.