

REQUEST FOR FACILITIES USE FORM

CONTACT:

Non Campus Organization
Office of Budget and Planning
Gregory Jackson, Assistant Vice President
Phone: (256) 372-8343
Fax: (256) 372-8346

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 Assistant Vice President of Budget and Planning.**

Please Type/Print

Event Date(s): _____ Start time: _____ (am/pm) End time: _____ (am/pm)

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: _____

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. McCray 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) _____
- ___ The Block ___ Pond ___ Quad ___ (Ms. Jasmine Buxton ext. 5615) _____

___ Other _____

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 there be a special recording of the event for sale? ___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:

- ___ Chairs _____
- ___ Podium _____
- ___ Tables _____ Covered _____ Uncovered _____
- ___ Microphones: Standing _____ Handheld _____ Lapel _____
- ___ Overhead Projector Screen _____ Projector _____
- ___ Custodial Service _____
- ___ Light Technician _____
- ___ Other _____

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

- | | |
|---|---|
| <p>1. Organization President / Contact _____ Date _____</p> <p>3. Chief of Campus Police _____ Date _____</p> <p>5. Assistant VP for Budget & Planning _____ Date _____</p> | <p>2. Faculty/Staff/Advisor _____ Date _____
(One must be present during event)</p> <p>4. Aramark _____ Date _____
(Only if serving food)</p> <p>6. Director of Student Activities _____ Date _____
(Only if students are involved)</p> |
|---|---|

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.