

REQUEST FOR USE OF UNIVERSITY FACILITIES(Excluding Setzer Student Center, John Gray Center, Montagne Center, and 8th Floor)

1. Facility Requested: _____ Date of Submission: _____
2. Name of University Organization: _____ Type of Function: _____
 Name of Non-University Organization: _____ Date of Event: _____
 Hours of use: _____ Estimated Attendance: _____
 Date/time arrangements to be completed: _____ By whom: _____
 Date/time for restoration of facilities: _____ By whom: _____
3. Special equipment to be used: _____
4. Faculty/Staff in charge: _____ Telephone #: _____
5. I agree to be responsible for the use and care of the facilities: _____ Applicant's Telephone #: _____

Signature of Faculty/Staff/Applicant_____
Address**REQUEST APPROVED****For Official and Recognized University Organizations:****For Non-University Organizations:**

1. _____
Signature of Building Coordinator Box Number
 2. _____
Signature of Vice President for Finance & Operations
- Date: _____ Date: _____

APPLICABLE CHARGES**Charges for:**

Set up of arrangements \$ _____
 Restoration of arrangements \$ _____
 Physical Plant/Custodial Services \$ _____
 Security \$ _____

Personnel scheduled for service \$ _____
 Facility Charge \$ _____
 Other Charges \$ _____

Signature of Department Providing Service_____
Box Number_____
Date

NOTE: Check for the amount of \$ _____ must be submitted to the Vice President for Finance and Operations Office seven (7) days in advance of event. The address is P.O. Box 10051, Beaumont, Texas 77710-0051.

POLICIES

1. Request from official and recognized university organizations, must be completed and approved seven (7) days in advance.
2. Request from non-university organizations must be completed and approved fifteen (15) days in advance by the Vice President for Finance and Operations, Box 10051. All fees must be paid seven (7) days in advance of event. Proof of liability insurance in the amount of \$1,000,000 must be submitted with the request. There is a \$10.00 per hour per room charge for the use of a university facility.
3. When the event is canceled, there must be at least one (1) working day's notice given. Notice must be given between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Failure to comply will result in loss of pre-paid fees.
4. Will alcohol be served? ☐ Yes ☐ No.
 When alcohol beverages are to be served, you are required to be familiar with the University's Policy on Alcohol Beverages at Social Events.
5. For catered food, you must contact the University's Food Service vendor at 880-8925.

PROCEDURES FOR RESERVATIONS

1. Applicant obtains request form from Supply Center.
2. Applicant submits request to the Building Coordinator. Building Coordinator lists are posted in all university buildings.
3. For University Organizations, the approval of the Building Coordinator will confirm that the facility requested is available. The Building Coordinator will retain the White copy of the request and send the Yellow copy to the Applicant. The Building Coordinator must fax a copy of the request to Energy Management (880-2195), the Police Department (880-1712), the V.P. for Finance & Operations (880-8404) and the Reservations Office (880-2269). If Physical Plant services are required a copy of the request must be faxed to Physical Plant at 880-8975.
 For Non-University Organizations, the Building Coordinator will confirm the facility requested is available, and the applicant will present the request to the Office of the Vice President for Finance and Operations (Box 10051, Plummer Admin. Bldg. Suite 101) for final approval. The Office of the Vice President for Finance and Operations will distribute copies to the appropriate departments.
4. All Applicants must be informed that charges resulting from equipment and personnel required for the facility arrangement will be assessed by the department providing the service.
5. Non-University Organizations needing audio-visual equipment shall supply their own or schedule usage of desired equipment with Gray Library Media Services personnel at 880-8135.