

ETSU REQUEST FOR USE OF FACILITIES

All requests for the use of university facilities must be submitted on this form. This request must be received by the University Center reservationist/Conference Office at least ten (10) working days prior to the date of the proposed event. Incorrect, incomplete or late requests may not be accepted. No advertising or notice of the event can be given until the request has been approved in writing. This form is a request only and does not guarantee the facility or any services will be available or approved. This form is required for ALL events by Tennessee Board of Regents Policy Number 3:02:02:00.

INSTRUCTIONS:

1. Obtain a Request for Use of Facilities form from the University Center reservationist. An inquiry regarding availability should be made at this time.
2. Complete the requested information and obtain the required signatures of sponsors.
3. Return the completed form to the University Center Office and discuss your detailed needs.

FACILITIES USE REQUEST:

1. Program or Activity Title: _____

2. Sponsoring Group: _____

3. Individual to be present and responsible: _____

Home Phone: _____ Office Phone: _____

4. Detailed description of event: _____

ATTACH ADDITIONAL SHEET WITH COMPLETE DETAILS

5. Check all applicable classifications: _____ Meeting _____ Conference _____ Political _____ Religious _____ Non-profit _____

Sales/Solicitation _____ Literature Distribution (attach copy) _____ Other _____

6. Activity is open to (Check one): _____ Faculty, _____ Staff, and Students only _____ General Public Other (specify): _____

7. If activity involves any of the following, ask reservationist for details: _____ Food/Drinks _____ Housing _____

_____ Security: _____ Special Parking _____ Special Set-up _____ Audio/Visual equipment _____ Sales: _____

If yes, please attach an additional sheet with complete details.

8. Facility Requested:

8a. _____
FACILITY ROOM # / AREA DATE(S)

8b. _____
SET-UP TIME BREAKDOWN TIME DETAILS REGARDING SET-UP/BREAKDOWN

8c. _____
EVENT START TIME EVENT END TIME ACTUAL TIME PROGRAM / EVENT BEGINS AND ENDS
SHOULD NOT INCLUDE REHEARSAL OR SET-UP TIME

9. Number of people expected: _____. Admission/Registration Fee? \$____. Additional fees may be assessed for revenue producing events.

10. Additional information: Various services and equipment may be available to you on a first-requested, first-served basis. Discuss your needs with the reservationist or Conference Office, and you will be advised as to any costs involved for the event.

11. It is the responsibility of the person requesting use of facilities to verify usage approval. Approved reservations will receive a written confirmation. I acknowledge that I have read the applicant instructions and certifications as printed on this form and will abide by them.

My signature below attests to same.

APPLICANT SIGNATURE

DATE

E-MAIL ADDRESS

MAILING ADDRESS / ETSU P.O. BOX #

PHONE NUMBER

FAX NUMBER

DEAN/DIRECTOR OR CAMPUS ORGANIZATION ADVISOR SIGNATURE

DATE

MAILING ADDRESS/ETSU P. O. BOX NUMBER

PHONE NUMBER

FAX NUMBER

FACILITIES REQUEST INSTRUCTIONS

A. RESERVATION OF CAMPUS FACILITIES:

For reservations of ACADEMIC FACILITIES, i.e., classrooms or auditoriums for all campus-related events, and your category is:

- a. ETSU AFFILIATED INDIVIDUAL OR ORGANIZATION: Please contact: Scheduling Supervisor – Registrar's Office, phone extension number 9-6891.
- b. NON-ETSU AFFILIATED INDIVIDUAL OR ORGANIZATION: Please contact: Facility Reservationist – D.P. Culp University Center, phone number 439-4342.
 1. For reservations of meeting or dining facilities in the D.P. Culp University Center for all individuals or organizations, please contact: Facility Reservationist – D.P. Culp University Center, phone number 439-4342.
 2. For reservations of Memorial Center (Mini-Dome), Memorial Hall (Brooks Gym), Outdoor Facilities, or any other campus facilities not mentioned above, please contact: Conference Office – D.P. Culp University Center, phone number 439-6824 or 439-7103.
4. For all groups requesting facilities for Summer Camps and Conferences to be conducted on campus, please contact: Conference Office – D.P. Culp University Center, phone number 439-7103.

B. Guest Speakers: Affiliated groups who wish to invite off-campus speakers to appear before the entire student body, faculty, general public or any cross-section thereof, must submit a written request to the Office of the President of the University at least fifteen (15) working days prior to the proposed event. Closed meetings of the organization are exempt from this requirement. (TBR Policy 3:01:10:00)

C. Non-affiliated Groups: The use of university facilities by non-affiliated groups is dependent upon the availability of the facility, with university groups having first priority. Availability and appropriate rental rates will be quoted by the reservationist.

D. Food Service: ETSU contracted food service has exclusive rights to all foodservice supplied on campus. Please discuss specific details with the University Center Food Service (ARAMARK), phone number 439-5893. Placing an order with food services does not secure a room reservation. Final guarantees must be submitted not less than 48 hours prior to the event. No changes will be accepted less than 48 hours before the event.

E. Special Services: Functions requiring special services, security, extra personnel, late/early/special opening, audio/visual equipment, special set-up, etc., may require payment of certain fees. All arrangements for these services must be finalized ten (10) working days before the event. Discuss your specific needs with the reservationist for a price quotation.

F. Rental Charges: Rental charges are payable upon receipt of an invoice. Prompt remittance will be appreciated.

APPLICANT CERTIFICATIONS

Applicant acknowledges that the university has made a copy of the Tennessee Board of Regents "Policy on Use of Campus Property and Facilities" available for review and that a copy of the policy will be provided upon request and payment of reasonable copying charges.

Applicant understands that filing of this application shall constitute agreement by applicant to the following conditions:

- A. The intended use of campus property and facilities by applicant does not violate the provisions of the TBR "Policy on Use of Campus Property and Facilities" or any policies or regulations of the university or any federal, state or local law or regulation.
- B. Any use of campus properties and facilities pursuant to this application which is contrary to such policies, laws or regulations or which is inconsistent with the activity as described in this application constitutes grounds for the university to remove the activity from campus property.
- C. Applicant agrees to indemnify the university and hold it harmless from all liabilities arising out of applicant's use of university property and/or facilities, including but not limited to personal injury, property damage, court costs or attorneys' fees. University approval is contingent upon applicant's satisfactory completion of all financial and/or insurance obligations as may be required by ETSU.
- D. *DISCLAIMER: In accordance with Tenn. Code Ann. § 49-7-1907(c)(3), ETSU may restrict or deny use of the institution's property for public displays, organized public gatherings, or public demonstrations if the display, gathering, or demonstration violates Tenn. Code Ann. § 39-17-902 or § 49-7-2405. Individuals and groups that use the institution's property are responsible for ensuring their activities respect community standards and are free of content that may be considered obscene. Any use of the institution's property contrary to law or institutional policy may result in immediate termination of facility access and legal action.*