

**ETSU NON-AFFILIATED INDIVIDUAL/GROUP REQUEST FORM
FOR USE OF THE D. P. CULP STUDENT CENTER FACILITIES**

This request must be received by the appropriate staff member of the Student Center. Incorrect, incomplete, or late requests may not be accepted. Do not advertise or post event until you receive approved confirmation by email.

INSTRUCTIONS:

- Inquire about availability of preferred date by contacting 423-439-6633.
- Complete the requested information on this form and provide signature.
- Return the completed form to the appropriate Student Center Personnel and discuss details by email, in person, or by phone.

1. Program or Activity Title: _____

2. ETSU Sponsoring Group (if applicable): _____

3. Individual responsible and present: _____ Phone Number: _____ Email: _____

4. Check all applicable classifications:

Meeting____ Conference____ Political____ Religious____ Non-profit____ Sales/Solicitation____ Literature Distribution____ Other____

5. Activity is open to: Students____ General Public____ Faculty/Staff____ All____

6. Requested meeting room space(s): _____
(list of meeting room spaces, click [HERE](#))

7. Event Date(s) (include rehearsal days and set-up/breakdown days if applicable): _____

8. Check all that applies:

Food/Drinks____ Security____ Special Parking____ Special Set-up____ Audio/Visual equipment____ Yard Signage____

9. Enter Details regarding your event such as reason for event, technical equipment needs, room layout, outside vendors, etc.:

10. Event Start Time_____ Event End Time_____

11. If applicable: Hours needed to set up before Event **Start** Time_____ Hours needed for breakdown after Event **End** Time_____

12. Estimated number of attendees _____ Admission/Registration Fee? \$_____ (Additional fees may be assessed for revenue producing events).

13. Additional information: numerous services and equipment may be available to you on a first-requested, first-served basis. Discuss your needs with the appropriate Student Center staff member and you will be advised of any costs involved for the scheduled event.

14. It is the responsibility of the person requesting use of facilities to verify usage approval. NOT APPROVED until Confirmation is sent by email. 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 EMAIL

MAILING ADDRESS/ETSU PO BOX PHONE NUMBER

ETSU SPONSORING DEPARTMENT AND SIGNATURE (if applicable) PHONE NUMBER EMAIL

FACILITIES REQUEST INSTRUCTIONS

- A. **Non-Affiliated Groups:** The use of university facilities by Non-Affiliated Groups is dependent upon the availability of the facility, with university groups having priority. Availability and appropriate rental rates will be quoted by Student Center personnel.
- B. **Food Service:** ETSU contracted food service has exclusive rights to all food service supplied within the D. P. Culp Student Center. Please discuss specific details with the Food Service Contractor, phone number (423) 439-5893. Must share confirmation with catering director before placing an order. Final number of guest attendees must be shared with Food Service no less than 48 hours prior to the event.
- C. **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. Discuss your specific needs with Student Center personnel for a price quote.
- D. **Rental Charges:** 50% of rental charges are payable upon receipt of invoice. Remaining payment due 5 days prior to event time.
- E. Contact [Conference Services](#) at (423) 439-7103 for Use of Facilities concerning other locations across campus:
- Academic Facilities
 - Memorial Center (Mini-Dome), Memorial Hall (Brooks Gym), Athletic Outdoor Facilities
 - Summer Camps and Conferences with Residence Hall overnight accommodations
 - Brinkley Center
 - Center for Physical Activity (CPA)
 - Valleybrook Campus
 - Innovation Lab
 - Martin Center for the Arts
 - Reece Museum
 - Sherrod Library

APPLICANT CERTIFICATIONS

Applicant acknowledges that the university has copies available for review of the “Policy on Use of Campus Property and Facilities”. A copy of the policy will be provided upon request or click [HERE](#).

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

- I. The intended use of campus property and facilities by applicant does not violate the provisions of the “Policy on Use of Campus Property and Facilities”. Applicant will not violate any policies or regulations of the university, federal, state or local law.
- II. 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.
- III. 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.