

### ETSU REQUEST FOR USE OF FACILITIES FORM

This request must be received by the appropriate Event Coordinator/Conference Coordinator at least seven (5) business days prior to the date of the proposed event. Incorrect, incomplete, or late requests may not be accepted. Do not advertise or post event until approval has been received by email.

#### INSTRUCTIONS:

1. Obtain a Request for Use of Facilities Form.
2. Inquire about availability of preferred date.
3. Complete the requested information and provide signature.
4. Return the completed form to the appropriate Event Coordinator/Conference Coordinator and discuss your detailed needs by appointment.

#### FACILITIES USE REQUEST:

1. Program or Activity Title: \_\_\_\_\_
2. Sponsoring Group if applicable: \_\_\_\_\_
3. Individual to be 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. Facility Requested: \_\_\_\_\_ Room(s): \_\_\_\_\_
7. Date(s): \_\_\_\_\_
8. Check all that applies:  
Food/Drinks\_\_\_\_ Alcohol\_\_\_\_ Security\_\_\_\_ Special Parking\_\_\_\_ Special Set-up\_\_\_\_ Audio/Visual equipment\_\_\_\_ Housing\_\_\_\_
9. Enter Details regarding your event such as set-up/break-down, technical equipment needed, etc.:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Event Set-Up Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Even Ending Time \_\_\_\_\_ Break Down Time \_\_\_\_\_
11. Number of people expected\_\_\_\_ Admission/Registration Fee? \$\_\_\_\_ (Additional fees may be assessed for revenue producing events).
12. Additional information: various services and equipment may be available to you on a first-requested, first-served basis. Discuss your needs with the Facilities/Conference Coordinator and you will be advised of any costs involved for the scheduled event.
13. It is the responsibility of the person requesting use of facilities to verify usage approval. Approved reservations will receive an email 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

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
MAILING ADDRESS/ETSU PO BOX

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX

\_\_\_\_\_  
ADVISOR/DEAN/DIRECTOR SIGNATURE UPON REQUEST

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX

## FACILITIES REQUEST INSTRUCTIONS

### A. Contact information for campus facility reservations:

I. For reservations of **Academic Facilities**, i.e., classrooms or auditoriums and your category is:

- ETSU affiliated individual or organization, please contact: Registrar's Office (423) 439-4744.
- Non-ETSU affiliated individual or organization, please contact: Conference Services, (423) 439-7103.

II. For reservations within the **D. P. Culp Student Center** and surrounding outdoor spaces, please contact: Event Reservations, (423) 439-4342.

III. For reservations of **Memorial Center (Mini-Dome), Memorial Hall (Brooks Gym), Athletic Outdoor Facilities**, or any other campus facilities not mentioned above, please contact: Conference Services, (423) 439-7103.

IV. For reservations requesting facilities for **Summer Camps and Conferences**, please contact: Conference Services, (423) 439-7103.

V. For reservations of **Millennium Center**, please contact: Millennium Center Main Office (423) 439-MILL.

VI. For reservations of the **Center for Physical Activity (CPA)**, please contact: Campus Recreation Office (423) 439-7989

B. Guest Speakers: Affiliated Individuals and affiliated entities who wish to invite a guest speaker or reserve space for an event other than a regular class session, normal activity, or college sponsored meeting must go through the regular facility reservation process. If the speaker(s) is to be paid, the normal contract approval process administered by the Procurement Office must be followed. Closed meetings of the organization are exempt from this requirement.

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 Events Coordinator/Conference Coordinator.

D. Food Service: ETSU contracted food service has exclusive rights to all food service supplied within the Millennium Center and D. P. Culp Student Center. Please discuss specific details with the Food Service Contractor, phone number (423) 439-5893. Placing an order with food services does not secure a room reservation. Final guarantees must be submitted no 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 five (5) business days before the event. Discuss your specific needs with the Events Coordinator/Conference Coordinator for a price quote.

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 copies available for review of the "Policy on Use of Campus Property and Facilities". A copy of the policy will be provided upon request.

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.