



Facility Request Form

****Due at least two weeks prior to event****

Event/Activity: _____

Day/Date of Event _____

Start Time _____am/pm End Time _____am/pm

Setup Date/Time _____

Facility/Location (e.g., Arena, Pool) Requested

Anticipated Attendance _____

Brief Description of Party or Event

Set-Up and/or Equipment Requirements (be specific)

Will food be served? ___ yes ___ no

Is Alpha K9 U providing food/drinks/deserts, etc.? ___yes ___no

Is Alpha K9 U providing invitations or confirmations? ___yes ___no

Is Alpha K9 U providing pictures/video? ___yes ___no

Is Alpha K9 U providing decorations, paper products? ___yes ___no

Admission/Income of any type? ___ yes ___ no

Will this event be open to the public? ___yes ___no

Is there outside vendors selling product(s) at this event? ___yes ___no if

yes are you subleasing "booth space" to such vendors? ___yes ___no

Insurance required ___ yes ___ no

General Liability Insurance ___yes ___no

Workers Compensation Insurance ___yes ___no

Sponsoring Organization (if applicable):

Contact Person _____
Title _____
Address _____
City _____ **ZIP** _____
Email _____
Telephone (____) _____
Daytime Telephone (____) _____
FEIN/SS # _____
FAX # _____

Signature of Organization Representative (required if applicable)

_____ **Date** _____

FOR OFFICE USE ONLY:

Insurance Required? ___yes ___no
General Liability Insurance ___yes ___no
Workers Compensation Insurance ___yes ___no

Charges/Fees:

Facility Charges Estimate \$ _____
Staff/Labor Estimate \$ _____
Misc. Charges \$ _____

SIGNATURES: (Required for Processing)

I have read and agree to abide by University guidelines & regulations and governing use of space (attached).

Applicant _____

Date _____

Approved By _____

Date _____

