NON-ACADEMIC BUILDING REQUEST USE FORM

J.C. Reese Student Union, New Student Center, Sanford Hall Gymnasium, Amphitheater, Grounds, Residence Halls, L. Orene Hall, Eula Lovett Hall, ACAD Auditorium, ACAD Atrium, HPER Gymnasium, HPER Natatorium (pool), HPER Aerobics Room, HPER Atrium, Football Stadium

FACULTY/STAFF Dining Facility (New Student Center)

DIVISION OF STUDENT AFFAIRS

(Our motto - Helping students find their authentic self while giving outrageous customer service)

Please complete the form in its entirety.
It should be completed only after the space has been approved by the scheduler.
This form must be approved seven (7) business days prior to event, inclusive of security request.
The Office of Student Life and Activities or Event Scheduler
will distribute to the following departments after the form is approved in its entirety:
Student Life & Activities, Student Affairs, ASU Police, Facilities Management, Organization, Building Coordinator (if applicable), Housing & Residence Life (if applicable), Event Scheduler (if applicable).

Today's Date_____ **Name of Organization** _____ **Date of the Event** _____

Applicants Name and Title _____

Street Address _____ **City** _____ **State** _____ **Zip Code** _____

Business Phone # _____ **E-mail Address** _____

Preferred Building and Room Requested _____

(Please understand that we will try to accommodate your initial request; however, if not available, we will attempt to find another location to meet the request).

Type of Event _____ **Estimated # of Attendance** _____

Event Set-up Time _____ **Event Start Time** _____ **Event End Time** _____

Learning Outcome:_____

Description of Event _____

_____

Terms of Agreement

1. All events must be approved at least 7 business days in advance (not inclusive of weekends).
2. There shall be no alcohol or unlawful drugs used in Albany State University facilities and/or on campus.
3. There shall be no weapons or explosives used at any functions in Albany State University Facilities and/or on campus.
4. Sponsoring organization agrees to leave the building, parking area and other facilities neat, clean, and orderly. Organization agrees to a $250.00 minimum cleaning fee for the building and/or parking area, if deemed needed or appropriate.
5. If applicable, sponsoring organization agrees to complete any additional legal documentation such as waivers, performance riders and additional contracts as part of the terms of agreement (if applicable).
6. The ASU Police Department will determine the appropriate number of officers (if any are needed). If such be the case, the costs for hiring such police personnel will be incurred by the club or organization sponsoring the event. All fees must be paid prior to event. Officers must be obtained through ASU Police Department, unless special permission is granted by the ASU Chief of Police (Be mindful that police officers cannot be obtained until after approval of the event has been granted and confirmed through the Office of Student Life & Activities/ASU Police Department).
7. All work-order requests for registered clubs and organizations must be submitted thru the Office of Student Life & Activities and will be submitted only after approval.

_____ _____

Applicant's Name **Date** **Advisor's Name** **Date**

_____

Room Scheduler Signature (if applicable) **Date**

FOR OFFICE USE ONLY

Building and Room Number Approved _____

_____

Director, Student Life & Activities **Date**

☐ **Approved** ☐ **Denied**

Comments _____