

Albany State University
University System of Georgia
Albany, Georgia

BUILDING REQUEST FORM

Request for use of Room and/or Building for Academic & Non-Academic
Must be approved and distributed five (5) days prior to activity.

Organization _____ Facilities Management
Student Activities _____ ASU Police Department
Please distribute to the following departments after the form is approved:

Name of organization _____ Date of the event _____

Type of activity _____ Estimated attendance _____

Building or Room _____

Beginning time _____ Ending time _____

Applicant and title _____

Street Address: _____ City _____ State _____ Zip Code _____

Business Phone: _____ Email _____

Terms of Agreement

1. There shall be no alcohol or unlawful drugs used in Albany State University's buildings or on campus.
2. There shall be no explosives used at any functions in Albany State University's buildings or on campus.
3. Sponsoring organization agrees to leave the building, parking area and other facilities neat, clean, and orderly.
Organization agrees to cleaning fee for the building and parking area if they fail to clean these areas.
4. Sponsoring, organization agrees to complete a waiver of liability form as a part of the terms of agreement.
5. All requests **MUST** be approved, collected, and distributed five (5) days prior to the activity, failure to do so will result in Public Safety closing down the function.

Applicant's Name

Director of Student Life & Activities'

Advisor's (for student functions only)

Building/Room Coordinator's Signature

Office Use Only

Director of Student Life & Activities

Date

Approved ()

Not Approved ()