

University System of Georgia
Albany State University
Albany, Georgia
Division of Student Affairs

SPECIAL EVENT BUILDING USE FORM

Stepshows, Comedy Shows, Concerts, New Member Presentations, Dance Parties (unusual hours), etc...

Please complete the form in its entirety.

It should be completed only after the space has been approved by the Event Scheduler.

Must be approved and distributed thirty (30) days prior to activity.

The Office of Student Life and Activities or Event Scheduler (if applicable)
will distribute to the following departments after the form is approved in its entirety:

- Vice President for Student Affairs • Club/Organization
- Student Life & Activities • ASU Police Department

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 _____

Description of Event _____

Terms of Agreement

1. All special events must be approved at least 30 days in advance (prior to contract negotiations).
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 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 _____

Vice President for Student Affairs _____

Date _____

☐ Approved

☐ Denied

Comments _____