

Facility Usage Application and Agreement

Return Completed Form to Campus Administration Charleston Fax: 651.5515 Chevenne Fax: 651.4833 Henderson Fax: 651.3503

- Campus Administration Contact Numbers: Henderson: 651-3010, Cheyenne: 651-4002, Charleston: 651-5637.
 - Please attach a list of set up needs (tables, chairs, etc.) or a diagram. Campus Administration will process I-Service Work Request.
 - Use one form for each room/event requested. For exceptions, please contact the Campus Administration Office
 - User will be responsible for damage. Deposit may be required.
 - \blacksquare Will alcohol be served? Yes \square No \square requires special permission of the President.
 - All fees must be received **prior** to the event.

Note: Room Fees and Use charges pertain to External and Co-Sponsored Events only.

Name of Campus Organizer/Sponsor:						
Applicant Name:			Telephone:			
Address:						
Street				City	State	Zip
Email:			Fax number:Telephone:			
Supervision to be provided by applicant during event:			Telephone:			
Drawn and of arrest (DEO	JUDED1	- 1 : C: -).	Person's name			
Purpose of event (REQ	<u>UIKED</u> -pieas	e be specific):				
Requested Campus:	∃Henderson	□Cheyenne	□Charleston	□Other		
	□Internal	□Sponsored	\square External	□Co-Sponsored		
Room Number/Type:						
7 71	(Example: con	ference room, cla	ssroom, parkin	g lot, lobby, entrance,	courtyard, lawn,	, patio, etc.)
·			Hours: From To			
Size (number of attended						,
Room Fees pertain to l				 nnus Administratio	n for external r	oom rates
				P ••• ••••••		
Special Equipment Re	quested:					
Proof of Insurance: Certifica						
this application. Applicant/Peragencies are exempt from this in			all conditions as no	ted above, and on the reve	rse side of this page.	Governmenta
Board of Regents Policy sta			for the purpose of	raising monies to aid proj	ects not related to so	ome authorize
activity of NSHE or of NSHE g	groups, and no ef	forts at coercion and	solicitation by unir	wited non-campus groups		
campus. NSHE functions take p Cleaning charge: If the room					a will be due and nor	zabla bafara th
facility can be rented again.	a is left dirty, or r	equires more man ge	nerai cieanup, men	an appropriate cleaning fe	e wiii be due and pay	able before in
External renters must contain t	heir use of the fa	cility to the normal c	ampus hours, as th	ere is no administrator on	duty beyond those h	iours.
Applicant:			Date:			
Approvals:						
Campus Administrator/Ma	nager			Date:		
President/Vice President				Date:		
*****	****			*****	*****	
n			Campus Use Only	.		
Room assignment:		CSN Facility S	Scheduler:	Dat	te:	