



**Southern University A & M College Land Grant Campus  
FACILITIES USE REQUEST FORM**  
**To be used by employees of the Southern University Land-grant Campus**

Please use this form to request use of our facilities: Technology Services (Full Studio or Space Only), Assembly Hall Room 191 or 138 or Fisher Hall Room 106 or Edmond Arena (Baker, LA). Please see our Southern University AgCenter Facilities Rate Sheet for room descriptions, equipment provided, and rental fees. To check the availability of the facilities, please call (225) 771-2242. *Note: All requests are based on availability. Actual reservations are booked on a first-come, first-served basis. The Facility Request Form (Employees ONLY) must be signed by the Supervisor and all other signatures, prior to usage and returned to the Southern University land-grant Campus Facilities, at least 1 month (4 weeks) prior to the date of the activity to ensure reservation of space.*

**Please Print All Information:**

<u>First Name:</u>	<u>Last Name:</u>	<u>Organization/Department:</u>	
<u>Address:</u>	<u>City:</u>	<u>State:</u>	<u>Zip Code:</u>
<u>Office</u> (    )	Phone <u>FAX</u> (    )	<u>Email Address:</u>	

**Room Requested (check one please):**

**A. O. Williams Hall Rental:**

- |  |   |
|--|---|
| <input type="checkbox"/> Technology Demo Studio                        | <input type="checkbox"/> Assembly Hall, Room 191 (seating capacity 120) |
| <input type="checkbox"/> Assembly Hall, Room 138 (seating capacity 40) | <input type="checkbox"/> Edmond Arena (Baker, LA)                       |
| <input type="checkbox"/> Fisher Hall, Room 106                         |   |

**Date of Event:** \_\_\_\_\_ **Size of Group:** \_\_\_\_\_

**Complete this Section (Please note requirements if event extends beyond 5:00 p.m.)**

Day 1:	Time In:	AM <input type="checkbox"/> PM <input type="checkbox"/>	Time Out:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Day 2:	Time In:	AM <input type="checkbox"/> PM <input type="checkbox"/>	Time Out:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Day 3:	Time In:	AM <input type="checkbox"/> PM <input type="checkbox"/>	Time Out:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Day 4:	Time In:	AM <input type="checkbox"/> PM <input type="checkbox"/>	Time Out:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Day 5:	Time In:	AM <input type="checkbox"/> PM <input type="checkbox"/>	Time Out:	AM <input type="checkbox"/> PM <input type="checkbox"/>

**Purpose:**

\_\_\_\_\_

**Proposal Layout of Facility for Event:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**I. AGREEMENT FOR A. O. WILLIAMS HALL ONLY**

*Please initial the blank area(s) acknowledging the terms of agreement.*

- 1. I understand that it is my responsibility to have the room setup and arranged.
- 2. I agree to clean up the room and/or facilities when finished, immediately after use.
- 3. I agree not to bring food or drinks into the auditorium unless otherwise specified and approved on the Request Form.
- 4. I agree to place all chairs and other items back to their original location.
- 5. I agree to remove all materials and garbage from the area at the end of the event.
- 6. I agree not to nail or paste anything on the walls that will result in the disfigurement of the walls.
- 7. I agree not to exceed the time limit agreed upon for the event.
- 8. I understand that if number of participants exceeds that which is indicated or exceeds room capacity, my request may be denied, or I may be asked to vacate the building.
- 9. I agree to stay in the designated area assigned and not roam the building without proper escort.
- 10. I agree to the possibility of charges for damaged property.
- 11. I agree to not operate technology equipment without prior consent and will be responsible for the equipment (i.e. powering off projector and computer)
- 12. I agree that I must inform ALL VISITORS that they must park in the rear of the building. (No Exceptions!!!)

**Approvals\***

Requestor:	Name	Date
Supervisor:	Name	Date
Vice Chancellor <i>(For to specific requestor)</i>	Name	Date
Facility Manager:	Name	Date
Director of Technology:	Name	Date
Chancellor-Dean (Designee):	Name	Date

*\*Note: All scheduled approvals must be made prior to using the facilities.*