

Talladega College

FACILITIES UTILIZATION FORM

PROCEDURE FOR SECURING A BUILDING OR ROOM

- Fill out the entire form.
- Obtain the signature/approval of Campus Police to allow an assessment of safety needs for the event. _____
Campus Police
- Obtain the signature of person supervising the event (advisor, etc...).
- Obtain signature/approval of the Director of Student Union/Activities.
- Distribute copies to the following: Student Activities, Campus Police, Facilities Management and keep the original for your records.

Building/Room requested: _____
 Time Building/Room will be in use: From: _____ To: _____ Date: _____
 Name of organization/person requesting use: _____
 Purpose for using Building: _____
 Representative of organization requesting use of building: _____

PLEASE READ CAREFULLY AND INITIAL EACH REGULATION

- Permission to use a building or room on the campus does not include an arrangement for janitorial services and access. Arrangements for those must be made with the Facilities Management. The user must arrange schedules for opening and securing the facility with Campus Police and the authorizing person of the building/room.
- Permission to use a facility does not include the use of special instruments or equipment located in the facility. Usage of these items must be agreed to in writing by authorizing personnel.
- Persons requesting a building/room are responsible for clean up and returning the building/room to its natural state. Failure to comply will result in a cleaning fee starting at \$75.00 (assessments will be made by facilities). All damage (if any) will be assessed and charged to the supervisor and/or the organization.**
- Use of a campus facility requires that an advisor or college official be in attendance, supervising the event for the duration of the event. **It is clearly understood that the supervisor must be in attendance for the duration of the activity. The event will be cancelled and/or terminated by Campus Police if the supervisor is not present.** Any additional security efforts must be arranged via Campus Police (Events not sponsored by the college, requiring security, may be required to pay off-duty Campus Police Officers).
- The Chief of Campus Police must be notified at least (7) seven days in advance of any "party" or event involving more than 50 people.
- Failure to deliver a copy of the approved Building Request Form to Campus Police and other required departments may result in the event being cancelled and/or terminated by Campus Police.

I HAVE READ AND AGREE TO THE TERMS IDENTIFIED IN THE THIS DOCUMENT

Signature of person supervising the Event: _____
SIGNATURE DATE

NAME OF BUILDING	AUTHORIZING PERSONNEL	SIGNATURE/DATE
Andrews Hall	Chair, Music Department	
Callanan Upper Lounge	Student Activities Director	
DeForest Chapel	Student Activities Director	
Gymnasium	Athletic Director	
Fanning Refectory	Food Service Director	
Sumner Hall 202	President's Office	
Silsby Hall	Dean of Nat. & Comp. Science	
Swayne Hall	Academic Affairs Office	
Savery Library	Librarian	
Foy Bowl	Facilities Manager	
Crawford Hall Rec. Room	Dorm Director	
Silsby Baseball Field	Athletic Director	
Ish Hall Library	Dorm Director	
Drewry Hall	Dean, Business Department	

 Director of Student Activities

 Date

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