



Non-Affiliated Origination Form for Use of Campus Facilities

Date and Time Request Received: _____ Received by: _____

Requested By: _____

Date and Time of Notice of Availability or Non-Availability Sent: _____

Action: Approved _____ Not Approved* _____ Date: _____

*Reason for non-approval is provided on the back of this form.

Rooms blocked and being held from _____ to _____

CHARGES:

<u>AREAS</u>	<u>SPECIFICS</u>	<u>AMOUNT</u>
Room(s)	_____	_____
	_____	_____
	_____	_____
Date Reserved	_____	_____
Equipment	_____	_____
	_____	_____
	_____	_____
Technician	_____	_____
Meals for Techs (applicable when 8 hours or more are worked - See attached)	_____	_____
Security	_____	_____
Post Event Cleaning Fee	_____	25.00
Additional Custodial Services**	_____	_____
Other	_____	_____
	_____	_____
	_____	_____
	_____	_____

TOTAL FEES \$ _____

**If the user does not request cleaning and the facility is left in such condition that cleaning is required beyond what is customarily required by regular use of the space, a cleaning fee of \$25/hr. will be billed to the applicant after the event.

APPLICANT NAME (Print) _____ DATE _____

APPLICANT ADDRESS _____

***Reasons for Non-Approval:**

The office reviewing the request for approval is to initial all reasons below that relate to non-approval of facility request.

- ____ 1. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority.
- ____ 2. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant.
- ____ 3. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances.
- ____ 4. The applicant or sponsor of the activity has not provided accurate or complete information require on the application for registration.
- ____ 5. The applicant or sponsor of the activity has been responsible for violation of College or TBR policy during a previously registered use of campus property or facilities.
- ____ 6. The applicant has previously violated any conditions or assurances specified in a previous registration application.
- ____ 7. The facility or property requested has not been designated as available for use for the time/date.
- ____ 8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested.
- ____ 9. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular facility or area for which application is made.
- ____ 10. A determination that the size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the Institution, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic.
- ____ 11. The activity conflicts with existing contractual obligations of the Institution.
- ____ 12. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the Institution's officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the Institution's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors.
- ____ 13. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of the TBR, or the College.
- ____ 14. Certificate of liability insurance of not less than \$1,000,000 not presented.
- ____ 15. The activity conflicts with scheduled college activities.