



**EXTERNAL (NON-AFFILIATED) ENTITIES
APPLICATION FOR FACILITY USE**

Please type or print:

Date received: _____ College representative: _____

I. Applicant Contact Information

Name of Organization/Individual: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Office Phone Number: _____ Cell Phone Number: _____

Email Address: _____

If billing address is different from that above, please indicate where invoices should be sent:

Name: _____ Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

II. Type of Organization

Non-Profit Organization For-Profit Business or Organization Government Agency Other: _____
(Proof Required)

III. Needs of Organization

Date(s) Requested:

Time Requested (from/to):

Purpose/agenda of event: _____

Number of people expected: _____ Room(s) requested: _____

Please list any special needs below:

Room Setup (Check all that apply): Tables: _____ How many? _____ Type _____
Chairs: _____ How many? _____ Podium: _____ Other: _____

Audio/Visual Resources: _____

Wi-Fi Access for Mobile Devices: No Yes

Internet Access (indicate # of guest accounts needed): _____

Technical Support: _____

Security: _____

Special Parking: _____

Custodial: _____

OTHER: _____

Food Service: All food service arrangements (including food service items such as dishes, cutlery, and paper goods), preparation, and cleanup are the sole responsibility of the User.

Institution approval is contingent on the applicant's successful completion of all financial and/or insurance obligations as may be required by the Institution.

IV. Facility Rental and Service Charges

Campus Name: _____

Specifics	Fees
	\$

V. Application Approval

_____ Application approved

_____ Application not approved*

*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 required 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.

College Representative Signature: _____ **Date:** _____

College Representative Printed Name: _____