



Office of Theater and Community Programming  
 Library Auditorium Event  
**Request for Use of Campus Facilities**

Request for Use of  
Campus Facilities

- Returning this request form to the Office of Theater and Community Programming will initiate our internal approval process.
- Your request may take up to two weeks to process. Allow plenty of advance time.
- You will be notified promptly when a final status of request is confirmed.
- If approved for use, you will be asked to complete your URF (User Request Form) and any further contractual instruments and mail or fax to our office.

**PART 1: GENERAL AGENCY AND CONTACT INFORMATION – PRINT INFORMATION CLEARLY**

Name of Organization \_\_\_\_\_

Address City, State, ZIP \_\_\_\_\_

Event Name / Event Date \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Telephone / Fax \_\_\_\_\_

Contact Email \_\_\_\_\_

**PART 2: PLEASE DESCRIBE THE EVENT OR ACTIVITY / ROOMS REQUESTED / SPECIAL NEEDS OR REQUIREMENTS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Attach a separate sheet if necessary*

Estimated # of personnel \_\_\_\_\_ Estimated # of audience \_\_\_\_\_ # of parking spaces required \_\_\_\_\_

Facilities Required: \_\_\_\_\_

**FOR INTERNAL USE ONLY:**

Designation   ▪ Straight Rental  
                   ▪ Co-sponsorship  
                   ▪ 501C-3                      Facilities Offered: \_\_\_\_\_

Est. Cost \_\_\_\_\_ DATE RCVD: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_