INSTRUCTIONS FOR REQUESTING USE OF ACADEMIC FACILITIES
(FOR UL DEPARTMENTS)

Fill out all applicable areas of the request form. Please read the University policies and procedures carefully. Your signature on the request form indicates your intent to comply with the policies and procedures.

Secure all signatures

Departmental Requests require signatures of

1. Department Representative (person making request)
2. Department Head or Director
3. Dean
4. Department Head or Dean of requested building

The Vice President for Administration & Finance’s approval is needed for the following:

If Registration and/or Admissions fees will be charged, a separate letter must be attached explaining the reason for these fees and what account they are being deposited into. This letter must be addressed to the University President and attached to the request form.
In order to provide for security of University facilities which are used on weekends or holidays, and to
insure that these facilities are cleaned and in order for ensuing normal scheduled academic activities, the
following policies and procedures are promulgated.

I. Events Sponsored or Co-Sponsored by University Administrative Units

A. The University employee who signs the Authorization Sheet and Request for Use of Academic
Facilities Form as the person making the request will be held responsible for security and
cleanup of the facilities to be used and will sign a statement to the effect. In the event that
University Police personnel (482-6448) and/or University Custodial (482-2001) assistance are
desired, arrangements for these services can usually be made for the standard rates of
compensation.

B. The University employee who signs the request form will be held responsible for opening
facilities and securing facilities after the scheduled event has concluded.

1. If this employee, as a result of his/her regular University duties, possesses a key to the
facility to be used, he/she may use this key to open and secure the facility.

2. If this employee does not have a key to the facility to be used, then the employee
will assume the responsibility for timely request, 2 weeks prior, and contact the
Physical Plant (482-2001) in order to have the facility opened prior to the event and
locked after the event is completed.

C. The University employee will be responsible for ensuring that all facilities used on weekends or
holidays are in order, cleaned and ready for classes and/or other scheduled University
activities on the next regular class day.

II. Events Sponsored by Individuals or Groups from National, State or Local Public Agencies

A. These events must have at least one University Police Officer (482-6448) assigned from at
least thirty minutes prior to the start of the event until the event has concluded and the
facilities are secured. This University Police Officer will open and secure the facilities and will
be responsible for their security during the course of the event.

B. In general, the sponsoring agency will be responsible for contracting with the University
Physical Plant Department (482-2001) to have the facilities cleaned after their use.
REQUEST FOR USE OF ACADEMIC FACILITIES  
(FOR UL DEPARTMENTS)

Please Print

Application Date: _______________________________

Department Name: ____________________________________________________________

Name of Representative: _______________________________________________ Phone: _________

Title/Position of Representative: __________________________________________

Date(s) of Event (please include day of week): ________________________________

Time(s) of Event: From: ___________________________ To: _______________________

Building(s) and Room(s) Needed: ___________________________________________

Type of Event (Workshop, Tournament, etc.): _________________________________

Are Registration and/or Admission Fees Being Charged? _______

If yes, Amount Being Charged? $__________ Account Deposited: ____________

If Registration and/or Admission Fees will be charged, a separate letter must be attached explaining the reason for these fees and what account they are being deposited into. This letter must be addressed to the Vice President for Administration and Finance and attached to this form.

Are food and/or beverages being served? _____________

If yes, Estimated Cost: ____________________ Circle One: Campus Cafeteria Off-Campus Catering

Are accommodations needed for persons with disabilities? If so, please specify the requirements:

By my signature below, I certify that I have read the policies and procedures regarding this reservation request.

Department Representative

Printed Name ______________________ Date ________________

Approvals Required:

Department Head or Director

Printed Name ______________________ Date ________________

Dean

Printed Name ______________________ Date ________________

Dept Head or Dean of Requested Building

Printed Name ______________________ Date ________________

Provost (if after hours or weekends)

Printed Name ______________________ Date ________________

VP for Administration and Finance (if food)

Printed Name ______________________ Date ________________

REGISTRAR’S OFFICE USE ONLY

Building(s) & Room(s) Assigned: _________________________________________________

Date: ________________________________ Time: From: _________ To: _____________

Registrar __________________________ Date ________________