



Southern University

Building Facility Request Form

Form Generated by: Office of the Associate V/C for Facilities Operation

Date of Event: _____ Start Time: _____ End Time: _____

Name of Lessee/Organization/Department: _____

1st Contact: _____ Telephone Number _____

Email Address: _____

2nd Contact: _____ Telephone Number _____

Facility Request Information

Facility Requested: _____ Room Number _____

Alternate Site: _____ Room Number _____

Estimated Attendance _____ Open to Public _____ Closed (Members Only) _____

Purpose/Name of the Event _____

Fundraiser ___ Meeting ___ Banquet ___ Recruitment ___ Pageant ___ Other _____

Check All That Apply

Security ___ -University Police Officer # _____ City/State Police Officer # _____ Private # _____ Advisor Present ___

Student Sponsored ___ Employee Sponsored ___ Alumni ___ Admission Charge ___ Food/Catering ___ Other ___

Event Set-Up (Set Up Fees May apply)

Self Set-Up ___ Set-Up Requested ___ No. of Tables Requested ___ Head Table Set Up ___ General Meeting ___

Other _____

Equipment Request (Fees may apply/Items below are not Guaranteed)

Sound System ___ Microphone(s) ___ Podium(s) ___ Projector ___ Other _____

Required Signatures

1. _____
Advisor

2. _____
Supervisor of Requested Facility

3. _____
Student Organization (2nd Floor Student Union)

4. _____
Director of Student Life (2nd Floor Student Union)

5. _____
Dean of Students (2nd Floor Student Union)

6. _____
Vice Chancellor for Student Affairs & Enrollment
Management (2nd Floor Student Union)

7. _____
Campus Police

8. _____
Director of Buildings & Grounds
(Except for Smith-Brown Union & Activity Center)

9. _____
Vice Chancellor for Academic Affairs
(If On-Campus Academic Activity)

10. _____
V/C for Finance & Administration

LAST SIGNATURE TO BE AFFIXED ON THIS DOCUMENT

This document must be completed seven (7) working days prior to event. Failure to comply will result in cancellation of you event. A cancellation notice must be given four (4) working days in advance to the following department: Campus Police, Supervisor of Requested Facility and Building Department.

FAILURE TO COMPLY WITH SAID REQUIRMENTS WILL RESULT IN CONTRACTED PAYMENT.

AFTER SECURING ALL SIGNATURES, GIVE ORIGINAL TO SUPERVISOR OF REQUESTED FACILITY AND PROVIDE A COPY TO THE ADVISOR OF ORGANIZATION, BUILDING & GROUNDS DEPT., CHIEF OF UNIVERSITY POLICE, AND THE OFFICE OF THE V/C FOR FINANCE AND ADMINISTRATION (MRS. LINDA ROBERSON).