



Booking Number: \_\_\_\_\_

**Southern University and A & M College**  
**Baton Rouge, Louisiana 70813**  
**Building Facility Request Form**

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Organization/Department: \_\_\_\_\_

1<sup>st</sup> Contact: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

2<sup>nd</sup> Contact: \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Facility Request Information**

Facility Requested: \_\_\_\_\_ Room Number \_\_\_\_\_

Alternate Site: \_\_\_\_\_ Room Number \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Open to Public \_\_\_\_\_ Closed (Members Only) \_\_\_\_\_

Admissions Fee: \_\_ Yes \_\_ No Will this event have a DJ Present? \_\_ Yes \_\_ No

**Event Information** (PLEASE COMPLETE THE PROGRAM SET-UP 7 DAYS PRIOR TO THE EVENT)

Student Sponsored \_\_\_\_\_ Departmental \_\_\_\_\_ Lab School \_\_\_\_\_ R.O.T.C. \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

Will food or snacks be provided/served? \_\_ Yes \_\_ No (IF YES, ALL MEALS/SNACKS MUST COME FROM ARAMARK CAMPUS DINING)

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

Sound System \_\_\_ Microphone(s) \_\_\_ Podium(s) \_\_\_ Projector \_\_\_ Other \_\_\_\_\_

\* Custodial Fee: \_\_\_\_\_ Custodian(s) Name: \_\_\_\_\_

**Required Signatures** (please do not sign or complete any information after signature one)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Advisor or Department Head Supervisor of Requested Facility or  
Director of Buildings & Grounds

3. \_\_\_\_\_ 4. \_\_\_\_\_  
Student Organizations (2<sup>nd</sup> Floor Student Union) Director of Student Life (2<sup>nd</sup> Floor Student Union)

5. \_\_\_\_\_ 6. \_\_\_\_\_  
Director of Aramark Dining (Mayberry Annex) Campus Police

☐ No Food ☐ Catering Required ☐ Outside Vendor Approved  
Requisition # \_\_\_\_\_ PO# \_\_\_\_\_

☐ Advisor Present ☐ No Officer Needed ☐ Police Required  
# Of Officers \_\_\_\_\_ # of Hours Per officer \_\_\_\_\_

Pay Rate Per Hour/Officer \_\_\_\_\_ (Must be paid prior to event)

7. \_\_\_\_\_ Other Information: \_\_\_\_\_

Vice Chancellor for Student Affairs (2<sup>nd</sup> Floor Smith-Brown Union)  
or Vice Chancellor for Academic Affairs (J.S. Clark Administration Building)

AFTER SECURING ALL SIGNATURES, GIVE ORIGINAL TO SUPERVISOR OF REQUESTED FACILITY AND PROVIDE A COPY TO THE ADVISOR OF ORGANIZATION, BUILDING & GROUND'S DEPT., AND THE CHIEF OF UNIVERSITY POLICE. THIS DOCUMENT MUST BE COMPLETED SEVEN (7) WORKING DAYS PRIOR TO EVENT. FAILURE TO COMPLY WILL RESULT IN CANCELLATION OF YOUR 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. SHOULD YOUR EVENT TIME BE AFTER NORMAL OPERATION HOURS, A \$25.00 A HOUR CUSTODIAL FEE WILL BE REQUIRED. FAILURE TO COMPLY WITH SAID CANCELLATION REQUIREMENTS WILL RESULT IN A CANCELLATION/NO SHOW FEE OF \$50.00.