1. **The form MUST be completed and presented by a Faculty/Staff chaperone.**
2. **Obtain the signature of the person supervising the event (advisor, etc.)**
3. **Each event MUST be staffed with a minimum of five (5) chaperones (Chaperones/contact info MUST be listed on this form prior to approval).**
4. **Obtain signature/approval of the Director of Activities.**
5. **Obtain approval of the Talladega College Chief of Police to allow an assessment of safety needs.**
6. **Distribute copies to the following: Student Activities, retain a copy for your records.**

**\_\_\_\_\_\_ 1**. Permission to use a building or room does not include an arrangement for janitorial services and access. Arrangement for these **MUST** be made with Facilities Management. The user must arrange schedules for opening/securing the facility with Talladega College Police.

\_\_\_\_\_\_ 2. Permission to use a facility **DOES NOT** include special instruments or equipment located in the facility. Usage of these items requires written permission from authorized personnel.

\_\_\_\_\_\_ 3. Persons requesting a building/room are responsible for the cleaning at the conclusion of the event. Failure to do so may result in a cleaning fee of $75 to be determined by Facilities Management. All damages will be assessed to the supervisor/organization.

\_\_\_\_\_\_ 4. All chaperones and supervisors **MUST** be present until the conclusion of the event. Events found in violation of the Space Utilization Policy may be cancelled and/or terminated immediately by Talladega College Police. Additional security concerns must be arranged with the Talladega College Chief of Police (Events not sponsored by the Talladega College will be required to pay for additional officers as needed).

\_\_\_\_\_\_ 5. The Chief of Police **MUST** be notified a minimum of seven (7) days in advance of any event in order to adequately staff security personnel **(NO EXCEPTIONS).**

\_\_\_\_\_\_ 6. Attendees are required to present a valid Talladega College ID for entry. No re-entry is permitted. No outside food or drink will be allowed. All attendees are subject to search prior to entering a Talladega College event. Talladega College officials reserve the right to refuse entry to any individual believed to present a threat to the safety of Talladega College.

\_\_\_\_\_\_ 7. Failure to deliver a copy of the approved Space Utilization Form to the required departments will result in a cancellation/termination of the event by Talladega College Police.

\_\_\_\_\_\_8.*I HAVE READ AND AGREE TO RULES SET FORTH IN THIS DOCUMENT\*\**

**BUILDING/ROOM REQUESTED: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE:** Click or tap to enter a date.

**EVENT TIME START: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EVENT TIME END: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NUMBER OF ATTENDEES EXPECTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF PERSON/ORGANIZATION REQUESTING EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF EVENT OR PURPOSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT TYPE:  Lecture  Meeting  Banquet  Fashion Show/Pageant  Step-Show/Party  Fundraiser  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF EVENT SUPERVISOR/SPONSOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OF EVENT SUPERVISOR/SPONSOR:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The event will have: (Check all that apply)**

**Entry Fee  Cash Collection  Service Provider If so, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Food If so, where will the food come from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performer or Speaker If so, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Music  Dancing  None of the Above**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUILDING** | **CAPACITY** | **AUTHORIZING PERSONNEL** | **SIGNATURE** |
| **Andrews Hall** | **25 per room** | **Chair of Music Department** |  |
| **Upper Lounge** | **100** | **Director of Student Activities** |  |
| **DeForest Chapel** | **750** | **Director of Student Activities** |  |
| **Gymnasium** | **400** | **Director of Athletics** |  |
| **Fanning Refectory** | **N/A** | **Director of Food Services** |  |
| **Sumner Hall 202** | **25 per room** | **President’s Office** |  |
| **Silsby Hall** | **25 per room** | **Dean of Nat. and Comp Science** |  |
| **Swayne Hall** | **135** | **Academic Affairs Office** |  |
| **Savery Library** | **\*\*\*** | **Library Director** |  |
| **Goodnow Art Bldg.** | **35** | **Director of Visual Arts Dept.** |  |
| **Crawford Hall Rec.** | **50** | **Director of Residential Life** |  |
| **Silsby Baseball Field** | **N/A** | **Director of Athletics** |  |
| **Ish Hall Lobby** | **40** | **Director of Residential Life** |  |
| **Drewry Hall** | **35 per room** | **Dean of Business Department** |  |
| **Other:** | **To be determined** | **Chief of Police** |  |

***\*\*\*dependent upon room selected***

**SIGNATURES OF APPROVAL AND ACKNOWLEDGEMENT:**

**As an officer and/or advisor of the student organization listed on this form, I verify that I have read and understand ALL Talladega College policies and procedures associated with hosting an event.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requestor/Advisor Signature Date**

**List Chaperones:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Student Activities Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Facilities Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chief of Police Date**

**CANCELLATION/ NO SHOW POLICY**

**A no show is equivalent to a cancellation of less than 48 hours (2 business days)**

**First no show: Receive a written warning**

**Second no show: Reservation suspension for 14 business days**

**Third no show: Reservation suspension for semester**

**(If semester is less than 15 business days before ending, the suspension will begin the subsequent semester)**