JACKSONVILLE STATE UNIVERSITY
OFFICE OF STUDENT LIFE
FACILITY RESERVATION REQUEST

Date of Event: _________________________________________________________________

Space Requested: _____________________________________________________________

Sponsoring Organization/Department: ____________________________________________

□ Student Organization  □ Academic Events  □ Off-Campus Events

Faculty Advisor: ___________________________  Phone Number:_________________________

Faculty Advisor Email: ____________________________

Event: ____________________________

Beginning/Ending Time of the Event: ___________ What time will you need the building opened? ________

Estimated Attendance: ___________ Open to: □ Campus  □ Public  □ Private

Will Admission Be Charged? □ YES  □ NO  If Yes, How Much? ___________

Will Food Be Served? □ YES  □ NO  If Yes, Please Contact Sodexo @ 782-7242.

Contact Person: ___________________________  Title/Office: ____________________________

E-Mail Address: ___________________________  Phone Number_________________________

YOU ARE REQUIRED TO CONTACT UNIVERSITY POLICE TO DETERMINE IF THEY WILL REQUIRE YOU TO HAVE SECURITY. A TEN-DAY NOTIFICATION OF THE EVENT IS REQUIRED BY UPD. Officers will be paid $25.00 PER OFFICER PER HOUR THIS MUST BE PAID TWO (WORKING) DAYS PRIOR TO THE DATE OF THE EVENT.

Security □ Required  □ Not Required  __________________________  Director of Public Safety

SPONSORING ORGANIZATION AND FACULTY ADVISOR WILL BE RESPONSIBLE FOR DAMAGES TO THE BUILDING.

NOTICE: By default, the person requesting equipment is responsible for securing all equipment until picked up by AV services. The Sponsoring Organization and Faculty Advisor will be responsible for your organizations use of equipment and will be held accountable for damages and loss of equipment. CANCELLATIONS must be 5 days in advance to receive DEPOSIT REFUND. I have read the rules and regulations and I agree to all terms listed.

A 20x20 tent can be requested by a written request only. Please attach the tent request to this form describing the event with the # of anticipated attendance.

Sponsoring Organization ___________________________  Faculty Advisor ___________________________

Cleaning the facility after use is the responsibility of the sponsoring organization. If supplies are left in a facility, the organization will have 24 hour notice to remove materials or they will be discarded.
## EQUIPMENT AVAILABLE

### Theron Montgomery Building Auditorium

<table>
<thead>
<tr>
<th>Item</th>
<th># Requested</th>
<th>Approved</th>
<th>Disapproved</th>
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<tbody>
<tr>
<td>Chairs (Capacity 577)</td>
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<tr>
<td>6 Ft. Rectangular (27)</td>
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### Theron Montgomery Building 2nd Floor Lobby

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<th>Item</th>
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<tbody>
<tr>
<td>Chairs (Limit 2)</td>
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<tr>
<td>Tables (Limit 1)</td>
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### Theron Montgomery Front Lawn (Set-Ups Unavailable on Weekends)

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<tbody>
<tr>
<td>Chairs (Limit 160)</td>
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<tr>
<td>Tables (Limit 60)</td>
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A 20x20 tent can be requested by a written request only. Please attach the tent request to this form describing the event with the # of anticipated attendance.

### Leone Cole Auditorium

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<tr>
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<tbody>
<tr>
<td>Chairs (Capacity 674)</td>
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<tr>
<td>6 Ft. Round Tables (Limit 32)</td>
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<td>6 Ft. Rectangular (Limit 72)</td>
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### University Quad (Set-Ups Unavailable on Weekends)

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<tbody>
<tr>
<td>Chairs (Limit 160)</td>
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<td>Tables (Limit 60)</td>
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### McClure Chapel

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### Dillon Field

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### AV Equipment Available

**Microphone:** □ Wireless Lapel □ Wireless Handheld □ Mic On Podium □ Mic On Stand  # Requested _____

**Video Equipment:** □ TV Television with Television cart □ DVD □ Overhead Projector

□ Laptop Computer with DVD Drive

**Related Equipment** □ W/Floppy Drive □ W/Internet □ W/Sound
Diagrams must be drawn below or a set-up will not be provided (NO CHANGES CAN BE MADE AFTER FORM HAS BEEN APPROVED).
RULES AND REGULATIONS FOR SCHEDULING FACILITIES

Scheduling of the following facilities will be through the Office of Student Life. Requests can be completed online at www.jsu.edu/studentlife or may be picked up in the Office of Student Life 4th floor Theron Montgomery Building.

- Theron Montgomery Building Auditorium
- Theron Montgomery 2nd Floor Lobby
- McClure Chapel
- Leone Cole Auditorium
- Quind Field
- Theron Montgomery Building Front Lawn

REQUEST MUST BE SUBMITTED 10 WORKING DAYS PRIOR TO THE EVENT

JSU Security may be required for event as determined by the University Police Department, to be paid by the sponsoring organization/department. Security must be paid two (2) working days prior to event. It is the sponsoring organizations responsibility to contact the UPD to determine if security is necessary prior to reserving a facility.

- Student organizations will be charged a refundable damage deposit of $100.00 per day per building.
- Non-University Groups will be charged $500.00 per day rental fee for use of any JSU facilities. A refundable damage deposit of $250.00 will be required. Facility Reservation will not be confirmed until rental fee is paid in full.
- Non-University groups will not be permitted to have fund-raising events.
- No activities sponsored by student organizations may be held during the dates of final exams beginning on Academic Preparation Day, the Building Manager must approve other events.
- All catering will be provided by Sodexo Food Service. The use of an outside caterer is prohibited.
- No banquet or meal functions may be held in the TMB Auditorium.
- Proposals for concerts must be initiated through the Director of Student Life.
- No smoking is allowed in the buildings.
- Decorations attached to the walls, drapes, ceiling or floor are prohibited.
- Cleaning the facility after use is the responsibility of the sponsoring organization, if supplies are left in a facility they will have 24 hour notice to remove materials or they will be discarded.
- The use of facilities for personal/family social functions such as family reunions, birthday celebrations, proms ECT. Are not permitted.
- An event needing special sound, lights or other unusual requirement (ONLY IF APPROVED BY STUDENT LIFE) may result in a fee assessed. We cannot guarantee the use of sound and lights for any of these facilities.
- All equipment request and set-up arrangements must be completed upon reservations submission or otherwise we will not accommodate. Tents will not be available in December, January, & February or during inclement weather.
- All events for all facilities must end by 11:00 p.m.
- Cancellation must be made in person at least 5 days before an event is scheduled. Failure to comply will result in loss of deposit.
- If the sponsoring organization/department is not present 30 minutes before the specified beginning time, the event will be automatically cancelled. All fees associated with event will not be refunded.
- The possession or consumption of alcoholic beverages is prohibited. The sponsoring organization and faculty advisor are responsible for monitoring compliance.
- The sponsoring organization and faculty advisor are responsible for any damage or theft of property. Damages and/losses will be charged to the sponsoring group.
- Pre-event inspection is suggested and any pre-existing damages should be brought to the attention of personnel in the Office of Student Life.
- Failure to abide by any of the rules or regulations may result in the organization/department being denied use of the facility for a time specified by the Building Manager.
- If any of the above rules are not followed, you will not receive your deposit refund.
- A 20x20 tent is available to be used only by the approval of the Director of Student Life.
- A 20x20 tent can be requested by a written request only attached to this sheet. Please describe the event with the # of anticipated attendance.