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.

___________________________________   _____________________________________
Sponsoring Organization     Faculty Advisor
**EQUIPMENT AVAILABLE**

**Theron Montgomery Building Auditorium**
- **Chairs (Capacity 364)**  # Requested _____  □ Approved  □ Disapproved
- **6 Ft. Rectangular (Limit 23)**  # Requested _____  □ Approved  □ Disapproved

**Theron Montgomery Building 2nd Floor Lobby**
- **Chairs (Limit 2)**  # Requested _____  □ Approved  □ Disapproved
- **Tables (Limit 1)**  # Requested _____  □ Approved  □ Disapproved

**Theron Montgomery Front Lawn (Unavailable on Weekends)**
- **Chairs (Limit 160)**  # Requested _____  □ Approved  □ Disapproved
- **Tables (Limit 60)**  # Requested _____  □ Approved  □ Disapproved
- **Tent (Not available in December, January &February)**
  - 20x20  □ Approved  □ Disapproved

**Leone Cole Auditorium**
- **Chairs (Capacity 629)**  # Requested _____  □ Approved  □ Disapproved
- **6Ft. Round Tables (Limit 30)**  # Requested _____  □ Approved  □ Disapproved
- **6Ft. Rectangular (Limit 60)**  # Requested _____  □ Approved  □ Disapproved

**University Quad (Unavailable on Weekends)**
- **Chairs (Limit 160)**  # Requested _____  □ Approved  □ Disapproved
- **Tables (Limit 60)**  # Requested _____  □ Approved  □ Disapproved
- **Tent (Not available in December, January &February)**
  - 20x20  □ Approved  □ Disapproved

**McClure Chapel**
- □ Approved  □ Disapproved

**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

**Dillon Field**
- □ Approved  □ Disapproved
Diagrams must be drawn below or a set-up will not be provided.

FOR OFFICE USE ONLY

COPIES OF REQUEST SENT TO:
□ University Police Department
□ Cleaning Service
□ Sodexo
□ Audio Visual Center
□ JSU Calendar/Visitor Center

Mail-Out date of facility form _________
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.studentlife.jsu.edu 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
Theron Montgomery Building Front Lawn
Leone Cole Auditorium
Quad
Dillon Field

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 organization’s 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. **Scheduling facility 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, other events must be approved by the Building Manager.
- 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.
- 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 or 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 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 you deposit refund.