

**FOR OFFICE USE ONLY**

**SET-UP TO BE CORDINATED BY:**

- ☐ Student Life  
☐ Physical Plant  
☐ Sodexo  
☐ Audio Visual Center

☐ Approved ☐ Disapproved

**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

- |  |                          |          |                          |             |
|--|--------------------------|----------|--------------------------|-------------|
| <input type="checkbox"/> <b>Chairs</b> (Capacity 364) # Requested _____        | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |
| <input type="checkbox"/> <b>6 Ft. Rectangular</b> (Limit 23) # Requested _____ | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |

### Theron Montgomery Building 2<sup>nd</sup> Floor Lobby

- |  |                          |          |                          |             |
|--|--------------------------|----------|--------------------------|-------------|
| <input type="checkbox"/> <b>Chairs</b> (Limit 2) # Requested _____ | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |
| <input type="checkbox"/> <b>Tables</b> (Limit 1) # Requested _____ | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |

### Theron Montgomery Front Lawn (Unavailable on Weekends)

- |  |                          |          |                          |             |
|--|--------------------------|----------|--------------------------|-------------|
| <input type="checkbox"/> <b>Chairs</b> (Limit 160) # Requested _____                 | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |
| <input type="checkbox"/> <b>Tables</b> (Limit 60) # Requested _____                  | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |
| <input type="checkbox"/> <b>Tent</b> (Not available in December, January & February) |                          |          |                          |             |
| <input type="checkbox"/> 20x20   | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |

### Leone Cole Auditorium

- |  |                          |          |                          |             |
|--|--------------------------|----------|--------------------------|-------------|
| <input type="checkbox"/> <b>Chairs</b> (Capacity 629) # Requested _____        | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |
| <input type="checkbox"/> <b>6Ft. Round Tables</b> (Limit 30) # Requested _____ | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |
| <input type="checkbox"/> <b>6Ft. Rectangular</b> (Limit 60) # Requested _____  | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |

### University Quad (Unavailable on Weekends)

- |  |                          |          |                          |             |
|--|--------------------------|----------|--------------------------|-------------|
| <input type="checkbox"/> <b>Chairs</b> (Limit 160) # Requested _____                 | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |
| <input type="checkbox"/> <b>Tables</b> (Limit 60) # Requested _____                  | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |
| <input type="checkbox"/> <b>Tent</b> (Not available in December, January & February) |                          |          |                          |             |
| <input type="checkbox"/> 20x20   | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |

### McClure Chapel

- |  |                          |          |                          |             |
|--|--------------------------|----------|--------------------------|-------------|
|  | <input type="checkbox"/> | Approved | <input type="checkbox"/> | 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

- |  |                          |          |                          |             |
|--|--------------------------|----------|--------------------------|-------------|
|  | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Disapproved |
|--|--------------------------|----------|--------------------------|-------------|

**Diagrams must be drawn below or a set-up will not be provided.**

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**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](http://www.studentlife.jsu.edu) or may be picked up in the Office of Student Life 4<sup>th</sup> floor Theron Montgomery Building.

Theron Montgomery Building Auditorium  
Theron Montgomery 2<sup>nd</sup> 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 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. **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 your deposit refund.