Instructions for Returning Facility Request Form:

- Please print out and complete the attached form and return to:
  - When Requesting:
    - Academic Classrooms, Gatliff Chapel, or Bennett Auditorium, return this form to the Office of Academic Affairs
    - The Atrium or the Grill, return this form to Lisa Bartram in the CAB Office
    - Rollins Center or Intramural Gym, return to Randy Vernon in the Rollins Center
University of the Cumberlands
FACILITY REQUEST FORM

FACILITY NEEDED ____________________________________________________________

DEPARTMENT / ORGANIZATION __________________________________________________

REQUESTED BY ________________________________________________________________

DATE(S) ____________________________ TIME(S) ________________________________

ACTIVITY (Be Specific) ______________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

NUMBER ATTENDING ________________________________

FACULTY SPONSOR ATTENDING (BY SIGNING THIS YOU ACCEPT RESPONSIBILITY OF ATTENDING SAID

ACTIVITY) ________________________________________________________________

APPROVAL ________________________________

Faculty Sponsor / Department Head Supervisor of Facility Requested

APPROVAL DATE ________________________________

THE ORGANIZATION IS RESPONSIBLE FOR ARRANGING AND ACQUIRING ALL ITEMS NEEDED FOR ACTIVITY.

Facilities MUST be cleaned and arranged in original form after activity is concluded or future use of facilities may be denied. If security

is required for the above activity, the organization is required to make payment in full at the time of the activity.