



**RAY MORRIS HALL
OAKLEY STEM CENTER**
Request for Facility/Room Use
**COMMUNITY
Businesses & Organizations**

STEM CENTER STAFF ONLY

Date Request Received: _____
Approved / Not Approved: _____
Site Visit Scheduled: _____

- **REQUEST REQUIREMENTS:** Requests to use rooms/spaces in Ray Morris Hall / Millard Oakley STEM Center must be made **no less than 10 business days** (two weeks) prior to the meeting/event.
- **SITE VISIT:** Upon approval, the group contact person (responsible party) is required to visit Ray Morris Hall / STEM Center a minimum of **three (3) business days** prior to their meeting/event to view the reserved space and discuss set-up needs, etc.
- **CLEAN UP:** Groups are **required to clean up after their meeting/event** leaving the room and/or area in the same condition as when they arrived. Trash to be placed in the dumpsters outside at the loading dock (west side of building). Failure to do so will affect future requests for space usage.
- **ALCOHOLIC BEVERAGES:** No alcoholic beverages are permitted on the University's property.

1) Name of Community Business / Organization: _____

2) CONTACT NAME (Responsible Party): _____

3) Contact's Phone #: _____ Cell Phone: _____

4) Contact's Email Address: _____

*(PLEASE NOTE: The above **must** be the name and contact information of the **actual person responsible** for requesting the space, responsible for making the arrangements, responsible for post-event and/or meeting clean-up, and any issues associated with this specific request.)*

5) Purpose & Title Meeting/Event: _____

6) Date(s) of Requested Facility Use: _____

7) Total Number of People Expected to Attend: _____

8) Time In (includes set-up time): _____ Time Out (includes clean-up time): _____

9) **Catering & Dining:** Arrangement of and payment for food/catering services is the responsibility of the group reserving the space. Tennessee Tech has an exclusive contract food service provider, Chartwells. Groups are required to use them if their catering needs exceed \$150. If Chartwells is unavailable to cater an event, and exemption form will be provided to the User allowing for another caterer. If the User does not have an exemption and uses another caterer, the University will charge a catering fee based on the size of the event, ranging from \$350-\$500, to be paid in advance of the event. Catering fee is in addition to any facility usage fees. **Contact Victor Kline, vkline@tntech.edu, Chartwells' Catering Director for information and dining options.**

We will **NOT** require food service during our event/meeting.
 We **WILL REQUIRE** food service (meal[s], snack, or other) and will contact Chartwells.
 Describe your dining set-up needs/expectations and type/time of meal/service:
 plated meal box lunch buffet other: _____

(NOTE: Beverage and snack vending machines available on-site.)

ROOM INFORMATION

- Facility use fees will apply based on the number of rooms, length of stay, required technology assistance, and cleaning support fees assessed. For more information about room availability, fees, and requirements, contact Christina Hatley, chatley@tntech.edu or call 931-372-6573.

√ **Room(s) You Are Requesting**

√	Room / Rm #	Capacity	Room Requirements*
	Lobby	100	
	Auditorium (Rm 150)	240	no food/beverages
	Virtual Theater (Rm 157)	30	no food/beverages
	Early Childhood Learning (Rm 131)	20	no food/beverages
	Mathematics Studio (Rm 135)	49	no food/beverages
	Physics/Engineering & Earth/Space Sciences Studio (Rm 137)	36	no food/beverages
	Biology/Chemistry Studio (Rm 139)	36	no food/beverages

INITIAL REQUEST APPROVED: Dr. Sally Pardue, Director Oakley STEM Center

Signed: _____ Date: _____