



TENNESSEE TECHNOLOGICAL UNIVERSITY

APPLICATION FOR USE OF FACILITIES

Tennessee Technological University follows the policies and procedures documented in Tennessee Board of Regents Policy 3:02:02:00 for use of campus property and facilities (http://www.tbr.state.tn.us/policies).

Applicant understands that filing of this application shall constitute agreement by applicant to the following conditions:

- 1) The intended use of campus property and facilities by applicant does not violate and actual use will not violate the provisions of the State Board of Regents "Policy on Use of Campus Property and Facilities" or any policies or regulations of the institution or any federal, state or local law or regulation.
2) Any use of campus property and facilities pursuant to this application which is contrary to such policies, laws or regulations, or which is inconsistent with the activity as described in this application, constitutes grounds for the institution to remove the activity from campus property.
3) Applicant agrees to indemnify the institution and hold it harmless from all liabilities arising out of applicant's use of institution property and/or facilities, including but not limited to personal injury, property damage, court costs or attorneys fees.
4) The University has entered into an exclusive contract with Chartwells to provide food services/catering in all University facilities. Chartwells' catering services should be utilized for any event held in a University facility where food costs are more than \$150.00. If Chartwells is unable to cater the event, an exemption form will be provided to the User by Chartwells allowing the use of another caterer. If the User chooses to use a caterer other than Chartwells without obtaining an exemption, the University will charge a catering fee, payable in advance, using the following schedule based on attendees. For events of up to 100 people the charge shall be \$350.00 and for events of over 100 attendees, the fee shall be \$500.00. This catering fee is in addition to any facilities usage fee charged by the University.

Institution approval is contingent upon the applicant's satisfactory completion of all financial and/or insurance obligations as may be required by the institution.

TYPE OR PRINT:

PROGRAM OR ACTIVITY TITLE: _____

SPONSORING GROUP(s): _____

PROGRAM COORDINATOR ASSIGNED? YES ___ NO ___ IF SO, NAME? _____

INDIVIDUAL TO BE PRESENT & RESPONSIBLE: _____

CELL PHONE: _____ HOME PHONE: _____

PROGRAM PURPOSE (INDICATE NAME AND TOPIC IF A SPEAKER): _____

CHECK ALL APPLICABLE CLASSIFICATIONS:

Assembly ___ Conference ___ Nonprofit-making use ___ Profit-making use ___ Solicitation ___ Political ___ Religious ___ Other: _____

LITERATURE DISTRIBUTION? YES ___ NO ___ (If yes, attach copy)

Faculty, Staff or Students Only ___ General Public ___ Other ___

