

**Tennessee Technological University
Derryberry Hall Auditorium
Facilities Request Form
On-campus Organizations and University Sponsored Events**

Requestor Information: (Please Print)

Name of Requestor:

Organization:

Phone Number:

Email:

Event Information:

Name of Event:

Start Date:

End Date:

Start Time:

End Time:

Please check equipment needed:

- A. Electronic Presenter
- B. Lapel Microphone
- C. Table-top Microphone
- D. Multimedia Projector
- E. Overhead Slide Projector
- F. Podium Microphone
- G. Room Speakers
- H. Television
- I. Videocassette Player
- J. Computer
- K. Video Screen

Derryberry Hall Auditorium Capacity: 816 seats

Authorization of Services	Date	Billing Information
Requestor Signature		Cost
Facility Coordinator		Function Number
Technology Coordinator		

*Requestor's signature for Authorization of Services signifies full responsibility for costs of services and costs due to damage and/or cleaning the room(s) and building should they not be as they were prior to the use of the facility.