



TTU FACILITY USE APPLICATION FOR AFFILIATED USERS

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Submit completed application to the approving office for processing.

Please type or print

Name of Organization/Individual*: _____ Contact Person*: _____

Mailing Address: _____ Phone Number: _____

City: _____ State: _____ Zip: _____ Email Address: _____

*The Contact Person listed must be the actual person responsible for requesting the space, making the arrangements, and cleaning the area after the event. The Contact Person must be present at the event for the duration of the event.

Please fill in completely:

☐ Faculty ☐ Staff ☐ Student ☐ Registered Student Organization ☐ Other

Location Requested: Building/Area Name: _____ Room Name or Number: _____

Number of people expected: _____ Admission/registration Fee? ☐ No ☐ Yes: Amount: \$ _____
(Accommodation cannot be guaranteed for a larger number than anticipated)

Is this event primarily for minors/children? ☐ YES ☐ NO If YES, describe the nature of the event: _____

Officers present for duration of event: _____

Date(s) Requested: _____ Time Requested (from/to): (daily beginning & ending times) _____ Date and Time of Performance/s: (if applicable) _____

Detailed Description of Activity: _____

** Copies of marketing materials need to be provided to Office of Communications and Marketing prior to advertising the event. **

Please list any special needs below:

☐ Food Service: (TTU Dining Services has exclusive catering rights over \$150. See Terms of Use on reverse side.)

☐ Room Setup (Check all that apply): ☐ Tables How many? _____ ☐ Chairs How many? _____ ☐ Podium ☐ Other: _____

☐ Amplification Requested

☐ Audio/Visual (Specify): _____

☐ Security / Parking: (Determination of security and insurance requirements will be solely at the discretion of TTU.)

☐ Other (Specify): _____

FOR INSTITUTION USE ONLY: Application is:

☐ APPROVED ☐ DENIED

Date: _____

Long Form Contract Required: ☐ yes ☐ no

Comments: _____

By: _____

CHARGES:

	Amount	Banner Index No. for Deposit
Facility Usage	\$ _____	_____
Custodial	\$ _____	_____
Security	\$ _____	_____
Technician	\$ _____	_____
Equipment	\$ _____	_____
Utilities	\$ _____	_____
Other (Specify)	\$ _____	_____

Total Charges: \$ _____

Deposit Due: \$ _____

Balance after Dep.: \$ _____

Date Dep. Paid: _____

Payments Made on Account:

Date: _____ Amount: \$ _____

Date: _____ Amount: \$ _____

Date: _____ Amount: \$ _____

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APPLICANT CERTIFICATIONS AND AGREEMENT TO TERMS OF USE:

(Please read carefully and sign. TTU will not consider an application unless this section is complete.)

I acknowledge by signing below:

- 1) I have received and read TTU's Policy for Use of Campus Facilities and Property.
- 2) The intended and actual use TTU property and facilities will not violate, the provisions of the TTU Policy on Use of Campus Property and Facilities or any policies or regulations of TTU or any federal, state, or local law or regulation.
- 3) Any use of TTU property and facilities pursuant to this application that is contrary to such policies, laws, or regulations or that is inconsistent with the activity as described in this application is grounds for the immediate cancellation of the activity.
- 4) I agree to indemnify TTU and hold it harmless from liabilities arising out of applicant's use of TTU property and/or facilities, including but not limited to personal injury, property damage, court costs including attorney's fees.
- 5) TTU Dining Services has the exclusive right to provide food services/catering in all University facilities. TTU Dining Services must be utilized for catering of any event held in a TTU facility where food costs are more than \$150.00. If TTU Dining Services is unable to cater the event, TTU Dining Services will provide written approval to the User by allowing the use of another caterer. If the User chooses to use a caterer other than TTU Dining Services 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. This catering fee is in addition to any facilities usage fee charged by the University. Any exceptions to this policy require approval from an authorized TTU Dining Services representative.
- 6) Payment (if applicable) in full is due no later than five (5) business days prior to this event unless TTU waives this requirement.
- 7) I have received and read TTU's Policy on Minors on Campus (applicable only if event is primarily for minors and parents are not in attendance with the minors).

I hereby acknowledge that I have read the Applicant Certifications and referenced policies and agree to abide by these requirements.

Name of Applicant (Printed): _____

Signature: _____ Date: _____

Printed Name of Signatory (if different from Applicant): _____

Faculty Advisor if Student Organization (Printed): _____

Signature: _____ Date: _____

Vice President for Student Affairs (if applicable) Date: _____

Dean/Director/Vice-President (if applicable) Date: _____

To reserve space for an event other than a regular class session, Normal Educational Activity, or Tennessee Tech-sponsored meeting, faculty/staff must obtain a signature from their respective Director/Dean/Vice-President or their designee.

Reservations for use of facilities are confirmed when the applicant receives notification from TTU authorizing the request. Due to the high demand for rooms, TTU will not confirm, pencil-in, or otherwise reserve space for affiliated groups or individuals by phone or verbal agreement. If there is any question as to the approval of your application or if confirmation has not yet been received, please contact the scheduling office and ask to speak with the staff member that coordinates facility usage.