



APPLICATION FOR RENTAL OF TENNESSEE TECH PROPERTY

Name of Entity Requesting Use of Facility:

Primary Contact Person:	Email:	Phone:
Contact Person for Day of Event:	Email:	Phone:

Entity's Mailing Address:

City:	State:	Zip:	Type of Entity (Choose One):
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General Event Information

Name of Event:

Event Purpose and Description of Activities:

Start Date of Event:	Time:	Is the Event open to the Public?
End Date of Event:	Time:	Number of people expected to attend the Event:
Will Event be publicly advertised? (If yes, marketing materials must be prior approved by the University's Office of Communication & Marketing)		Will an admission fee be charged?
		Will sales be made at the Event?
Is the Event primarily for minor children?	Are multiple locations needed for the Event? (If yes, a separate application must be completed for each facility request.)	

Specific Event Needs (Please check all of the following that are needed for Event.)

Catering/Food Service Reserved Parking Concessions Audio Visual Security (Tenn Tech may require)	Podium Chairs – How many? Tables – How many? Projector Screen	Amplification/Sound System Electrical Hookup (outdoor venue) Overnight accommodations in Residence Hall
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Facility Requested - In descending order of preference, list below the facility(ies) being requested for use:

1st Choice: Building and Room Number

2nd Choice: Building and Room Number

3rd Choice: Building and Room Number

Certifications & Acknowledgements – Application must agree to all items below:

I have read Tennessee Tech's Rental of Campus Property Policy and certify that my intended use of Tennessee Tech facilities will fully comply with the Policy's provisions and any federal, state or local law or regulation.

I have read Tennessee Tech's Minors on Campus Policy and agree to abide by the requirements, including providing an attestation of compliance, if applicable.

I understand that the cost estimate provided to me by Tennessee Tech is not firm and is subject to change based on actual use.

I agree to provide proof of sufficient liability insurance listing Tennessee Tech as an additional insured if requested by the University, who may determine required coverage limits at its sole discretion.

I understand that the contact person listed above for the Event must be present at the Event at all times.

I certify by my signature below that I am an authorized signatory for the entity requesting the rental.

Agreed and Signed: I certify by my signature below that I am an authorized signatory for the entity requesting the rental.

Printed Name: _____

Date _____