



**Facility Request -- Illinois State University -- Non-Academic Use**

To ensure consideration, please complete and return with the event publicity materials to the Conference Services Scheduling Coordinator for approval at least **TEN (10) WORKING DAYS** prior to event. Requests received less than ten (10) working days prior to event will not be considered. To ensure readability, **TYPE** and **FULLY** complete **both sides of this form**. The Facility Request is confirmed when the applicant receives an approved copy of this form. In signing this request, the applicant acknowledges understanding of and responsibility for abiding by the General Revenue Facilities Usage Guidelines. To avoid a cancellation fee, please notify the Scheduling Coordinator of any **CANCELLATION** at least five (5) working days in advance of event.

1. **Name of event:** \_\_\_\_\_

2. **Describe the event activity:** \_\_\_\_\_

\_\_\_\_\_

3. **Type of event:** On-campus group \_\_\_\_\_ Off-campus group \_\_\_\_\_

4. **Estimated attendance:** \_\_\_\_\_ **Estimated # under age 18:** \_\_\_\_\_ **Estimated # over age 18:** \_\_\_\_\_

5. **Sponsored by:** University Department \_\_\_\_\_ Registered Student Organization \_\_\_\_\_ Other \_\_\_\_\_  
 Non-Profit Organization (please list your IL Tax Exempt #) \_\_\_\_\_

6. **Name of sponsoring organization/department:** \_\_\_\_\_

**If University dept. or Registered Student Organization, give University account #** (for revenue generated from event, if applicable): \_\_\_\_\_

7. **What is the entry fee, admission fee, registration charge, voluntary donation for admission, or any other type of income taken at event or in advance:** \$ \_\_\_\_\_

8. **Will merchandise or services be sold, promoted, or offered from an outside/external source?** Yes \_\_\_\_\_ No \_\_\_\_\_

9. **Will food or beverage be served?** Yes \_\_\_\_\_ No \_\_\_\_\_ **Special needs:** \_\_\_\_\_

10. **Date/time requested:**  
 (date) (day of week) (time) (AM/PM) (AM/PM) (AM/PM) (AM/PM) (AM/PM)  
 (MM/DD/YY)

<b>Time needed for preparation, cleanup, etc.</b>	1. _____ to _____	<b>Actual Time of Program</b>	_____ to _____
	2. _____ to _____		_____ to _____
	3. _____ to _____		_____ to _____
	4. _____ to _____		_____ to _____

**Additional Dates** \_\_\_\_\_

11. **Contact person in attendance at event:** \_\_\_\_\_

12. **Facility requested:** \_\_\_\_\_  
 Classroom(s) \_\_\_\_\_  
 Auditorium \_\_\_\_\_ Gymnasium \_\_\_\_\_  
 Pool \_\_\_\_\_ Locker rooms \_\_\_\_\_  
 Lobby \_\_\_\_\_ Field\* \_\_\_\_\_  
 Quad\* \_\_\_\_\_ Other\* \_\_\_\_\_

**\*Will there be audio amplification at these sites?** Yes \_\_\_\_\_ No \_\_\_\_\_

13. \_\_\_\_\_ **Change Request: Replaces previous scheduling for:** \_\_\_\_\_

**14. Additional Services (\*charge for use/set-up/labor)**

\_\_\_\_ FACILITIES MANAGEMENT

Table(s)\* - # needed \_\_\_\_ Chairs(s)\* - # needed \_\_\_\_ Podium\* \_\_\_\_ Portable stage\* \_\_\_\_

Recycling container(s) - # needed \_\_\_\_ Trash container(s) - # needed \_\_\_\_ Electrical needs\* \_\_\_\_ Water needs\* \_\_\_\_

Portable toilets\* \_\_\_\_ Barricades \_\_\_\_ Other - Contact Facilities Management (438-2036)

\_\_\_\_ AV-TECHNOLOGY\* - Arrangements for a/v-technology equipment must be made with Classroom Support (438-7412)

\_\_\_\_ PARKING\* - Arrangements for Parking must be made with Parking Services (438-8391)

\_\_\_\_ POLICE COVERAGE\* - Arrangements for police coverage must be made with the University Police (438-8631)

\_\_\_\_ MISCELLANEOUS\* - Piano\* \_\_\_\_ Risers\* \_\_\_\_ Stage Lighting\* \_\_\_\_ Lifeguard\* \_\_\_\_ Supervisor\* \_\_\_\_ Technician\* \_\_\_\_

\_\_\_\_ SPECIAL NEEDS FOR THE DISABLED - Contact the Scheduling Coordinator (438-2403)

**15. Applicant:** \_\_\_\_\_ **Mailing address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**IL Driver's License #:** \_\_\_\_\_

I, as the authorized agent of the above sponsor, have read and agree to abide by the General Revenue Facilities Usage Guidelines. I also agree to hold harmless the Board of Trustees, Illinois State University, its officers, employees, attorneys, agents and representatives from any and all claims, causes of action, damages, or judgments, whether in contract or in tort, for any injuries or damage including personal that may be in any way connected to this event. I also agree to reimburse the University for any and all damage that may occur.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(YOU MUST PRINT OFF FORM AND SIGN-DO NOT USE ELECTRONIC SIGNATURE)**

*(Requests submitted without signature will be denied)*

**16. Faculty Advisor/Fiscal Agent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**(YOU MUST PRINT OFF FORM AND SIGN-DO NOT USE ELECTRONIC SIGNATURE)**

*(Requests submitted without signature will be denied)*

**Campus address:** \_\_\_\_\_ **Daytime phone #:** \_\_\_\_\_ **Evening phone #:** \_\_\_\_\_

**17. Bill expenses to:** \_\_\_\_\_ **University account #:** \_\_\_\_\_

**(name and address, if different from #16)**

**(required if any services in #14 are needed)**

If Certificate of Insurance or deposit is required, applicant will be notified by the Scheduling Coordinator.

To prevent event cancellation, please submit Certificate of Insurance, if required, thirty (30) days prior to event date.

To prevent event cancellation, please submit deposit, if required, five (5) days prior to the event. Send to: Scheduling Coordinator, Conference Services, Campus Box 8610, Normal, IL 61790-8610. Please make checks payable to Illinois State University.

**ESTIMATED TOTAL CHARGES: \*\$** \_\_\_\_\_

**\*Additional charges may be incurred if a/v-technology equipment, technical personnel, supervisory personnel, extra set-up, extra clean-up, etc. is required. Actual charges will be billed following event date.**

**OFFICE RESPONSE ONLY:**

**INSURANCE REQUIRED?** \_\_\_\_ Yes \_\_\_\_ No

**CERTIFICATE OF INSURANCE ON FILE?** \_\_\_\_ YES \_\_\_\_ NO

**DEPOSIT REQUIRED?** \_\_\_\_ Yes \_\_\_\_ No

**AMOUNT OF DEPOSIT REQUIRED: \$** \_\_\_\_\_

**BROCHURE, REGISTRATION FORM, AND/OR OTHER ADVERTISING USED TO PROMOTE EVENT RECEIVED?** \_\_\_\_ Yes \_\_\_\_ No

**APPROVED:** \_\_\_\_ **DENIED:** \_\_\_\_ **APPROVED WITH RESTRICTIONS:** \_\_\_\_\_

**Facility Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Scheduling Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Distribution: Conference Services, Applicant, Facility Coordinator, Facilities Management, Heating Plant, University Police**