

USC Union Facility Request -- Internal Usage

Today's date: Requested by:
Organization/Department

Contact Person: Phone Number: E-mail:

Facility Requested:

Event Title/Description:

Date(s) Requested: Time:

Number of Attendees: Will food be served? Name of Caterer:

Please give a detailed description of special setup:

Equipment Needed:

REGULATIONS FOR USE OF UNIVERSITY FACILITIES

1. Submit facility request to the Dean's Office at least five working days before the event is to take place. Please notify us 24 hours in advance of a cancellation.
2. The Facilities Coordinator accepts requests for facilities on a first-come basis. The Dean's Office reserves the right to assign facilities on the basis of the most efficient utilization of space. Certain situations may require changes in the facilities reserved by a group and may be done so by the Facilities Coordinator.
3. The auditorium sound and lighting systems are excellent but complicated. Therefore, only a qualified person may set up and use them.
4. **FOOD WILL NOT BE ALLOWED IN THE AUDITORIUM.**
5. For internal usage, the use of alcohol, tobacco, or drugs of any kind, or evidence of any, is not permitted in any of the university buildings.

Signature of Requestor: Date:

Dean's Office Use Only

- | | |
|---|---|
| <input type="checkbox"/> Interfere with classes? | <input type="checkbox"/> Garbage disposal? |
| <input type="checkbox"/> Checked calendar? | <input type="checkbox"/> Gym floor covered? |
| <input type="checkbox"/> Liability/Safety Issues? | <input type="checkbox"/> Heat/AC turned on? |
| <input type="checkbox"/> Unlock doors? | |

Approved by: _____

Date: _____