

Texas Southern University

Office of Event Services

Request for Internal and External Use of Facilities

Special Provisions

External Event : Any event not constituting an official activity at Texas Southern University. Please note that any official University activity takes scheduling precedence over any External Event. A requestor for an External Event must submit a facility/ space application to the University no later than **45 days** before the External Event's proposed date. Your request will go under review by the University's Event Committee for approval. Requestor will be notified no later than 30 days before the event whether the application for space has been approved. The University has no duty to approve any application that does not meet the University's criteria.

The University reserves a right at any time :

- *Upon proper notification, to cancel any scheduled event; or*
- *To require a **NONREFUNDABLE AND NON -TRANSFERABLE** deposit payment in advance*

Internal Requestor: Any University academic or administrative department, or any registered University

student organization. A requestor for an Internal Event must submit a facility/ space application to the University no later than **72 hours** before the Internal Event's proposed date. Each Internal Requestor is responsible for all cost of applicable personnel or equipment for an event, if incurred beyond the normal scope of work or extends beyond normal administrative business hours. Before incurring any cost applicable an Internal Requestor must have obtained a University- issued purchase order or Inter Departmental Order for no less than the full amount due for said event. For student organizations a money order or cashiers check must be presented.

The University reserves a right at any time :

- *Upon proper notification, to cancel any scheduled event; or*
- *All payments must be made 4 business days or 96hrs prior to event to avoid cancelation.*

Requestor

Name of Organization: _____ Phone Number: _____

Contact Person: _____ Email: _____

Event / Facility / Space Requested

Events Name: _____ Requested Venue: _____ Room: _____ Est. Attendance: _____

Event Date: _____ Multiple Dates: _____

Event Time: _____ Setup Time: _____ Event End Time: _____

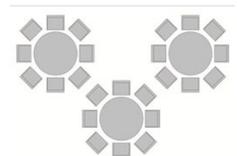
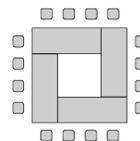
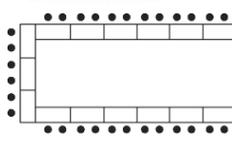
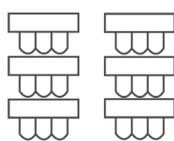
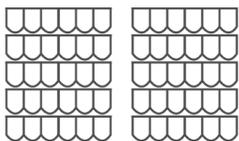
Equipment Request (Check all that Apply)

Screen: LCD Projector: PA System: Microphone: Podium: Stage: Stage Size: _____

Event Setup (Indicate Number & Configuration)

72" Round Table: _____ 60" Round Table: _____ Cocktail Tables: _____ 8' Table: _____ 6' Table: _____ Chairs: _____

Other: _____



Signature of Responsible Party

Date

Signature of Faculty / Staff / Advisor

Print Name

Title

Print Name

Title