

FORM A

**The University of Memphis
Application for Use of Facilities**

Log Number

Please Print

Student Organizations, complete this form and return it to Room 425 of the University Center.

All others should submit the completed form to the Office of Public Service, or fax it to (901) 678-5112.

Requester is: Student Organization University Department Individual or non-University Organization

Event: Sponsor:

Billing Name Mr. Ms. Dr. First: Last:

Address: City: ST: Zip:

Individual to be Present and Responsible: Home Phone Work Phone

Purpose of Event:

Type of Use:

(Check all that apply) Non-Profit Use Profit-Making Use Fund Raising Other - please specify:

Intended Audience: Students Faculty/Staff Org. Members Only General Public

Est. Attendance: Admission/Registration Fee: \$

Areas and Time Requested:

* Designates Primary Site

Building	Room #	Date(s)	Actual Event Times		Office Use Only Reserved Time	
			Start	End		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Terms or Conditions (to be completed by University):

Estimated Costs:

Rent:

Other:

=====
Total:

I have read the terms and conditions stated above and on the reverse of this document, have received a copy of University Policy 1:2A:04:03, and agree to abide by all terms and conditions. I understand that the costs shown on this document are only estimates and that additional charges may apply. I agree to pay all actual charges related to the use of the space once they are determined. I further understand that use of the space is not approved until receipt of written approval.

If requesting the University Center, also complete FORM B, available in the Scheduling Office in UC 214, (901) 678-2041

If requesting The Rose Theatre, also complete FORM C, available in the Manager's Office in RT 102, (901) 678-3075

If requesting recreational facilities, also complete FORM D, available in the Scheduling Office in REC 153B, (901) 678-3457

<input type="text"/>	<input type="text"/>	<input type="text"/>
Applicant	Date	Mailing Address & Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Campus Sponsor	Date	Campus Address & Telephone

Office Use Only

Approved Disapproved

Student Affairs:

Approved Disapproved

Director, Public Service:

Space assigned by: Date:

Transfer voucher Acad Ath SES
 Bill Client Admin PSA Test

Distribution: Public Service, Information Center, Facility Coordinator, Physical Plant, Parking Office, Student Recruiting, Applicant