



# UNIVERSITY ACADEMY USE OF FACILITIES REQUEST

Name of Individual/Organization \_\_\_\_\_ Date \_\_\_\_\_

Name of Contact \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Email address of contact: \_\_\_\_\_

UA Affiliation:  Internal  Other: \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_ Time: *Setup* from \_\_\_\_\_ to \_\_\_\_\_

Description: \_\_\_\_\_ *Event* from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ *Cleanup* from \_\_\_\_\_ to \_\_\_\_\_

- Desired Location:
- Theater
  - Mayerberg
  - Seminar
  - Library
  - Large Gym
  - Patio
  - Central Office Conference
  - Small Gym
  - Grounds
  - Athletic Field
  - Forum (cafeteria)
  - Classroom(s)

Number of Attendees Expected: \_\_\_\_\_

- Audiovisual equipment needed:
- Digital projector
  - Computer
  - with sound
  - with Internet
  - Document camera
  - DVD player
  - Transparency projector
  - Microphone
  - Other (*please specify*): \_\_\_\_\_

Food Service required?  Yes  No *Note: Food & refreshments are only permitted in the Forum.*

If yes, please indicate menu items: \_\_\_\_\_

Security required?  Yes  No \_\_\_\_\_

**Note: Fee of \$40 per hour is assessed.**

**For Office Use Only** – if you decline to support this request, please attach an explanation

Approved By School Administrator \_\_\_\_\_ Date \_\_\_\_\_

Food Service Manager \_\_\_\_\_ Date \_\_\_\_\_

IT/Audiovisual Manager \_\_\_\_\_ Date \_\_\_\_\_

Director of Security \_\_\_\_\_ Date \_\_\_\_\_

Director of Facilities \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Approval \_\_\_\_\_ Date \_\_\_\_\_

Facilities Use Fee: Amount: \$ \_\_\_\_\_ Date Recd: \_\_\_\_\_

*Applications are subject to review and approval by University Academy Administration.*