



**OFFICE USE ONLY:**  
**RESERVATION #** \_\_\_\_\_

## 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. Cancellation fee is 50% of room rental with less than 30 days of notice and 100% of room rental with less than 10 days of notice.

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 \_\_\_\_\_
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)	to	(time) (AM/PM)		(time) (AM/PM)	to	(time) (AM/PM)
(Time needed for preparation, cleanup, etc.)	1. _____	_____	_____	to	_____	(Actual Time of Program)	_____	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:** \_\_\_\_\_

**\*PLEASE COMPLETE THE OTHER SIDE\***

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

- FACILITIES MANAGEMENT\* - To request needs from Facilities Management (tables, chairs, portable stage, recycling and trash containers, electrical needs, water needs, etc...) please use this link and follow up with Facilities Management directly: [isd.ilstu.edu/request\\_event\\_form\\_single.html](http://isd.ilstu.edu/request_event_form_single.html). (438-5656)
- A/V-TECHNOLOGY\* - Arrangements for a/v-technology equipment must be made with Learning Spaces (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)
- SPECIAL NEEDS FOR THE DISABLED - Contact the Scheduling Coordinator (438-2403)

**15. Applicant:** \_\_\_\_\_ **Mailing address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

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. COVID Facility Requirement and Risk Acknowledgment**

*I understand that by signing above as the Authorized Representative I acknowledge and understand all requirements contained in Exhibit A related to COVID. By signing above, I also understand that I must as the Authorized Representative make sure that all participants/attendees are aware of all capacity restrictions and the outlined risks and requirements stated in Exhibit B.*

**17. Does this event include direct contact with minors (under 18)?** Yes \_\_\_\_\_ No \_\_\_\_\_

- Examples of events involving direct contact with minors are available at [ehs.illinoisstate.edu/minors/outside-groups](http://ehs.illinoisstate.edu/minors/outside-groups).
- If you are unsure whether you should answer YES, please contact Environmental Health & Safety at [protectionofminors@ilstu.edu](mailto:protectionofminors@ilstu.edu) or 309-438-8325.
- If **YES**, then:  
**Internal University Users** (Faculty, Dept., and Sponsored RSO's) must complete the online internal Registration form found at [ehs.illinoisstate.edu/minors/registration](http://ehs.illinoisstate.edu/minors/registration).  
**Outside Groups** (Public, 3rd Parties, and Independent RSO's) must complete the Outside Group Space Reservation form found at [ehs.illinoisstate.edu/minors/outside-groups](http://ehs.illinoisstate.edu/minors/outside-groups) and submit with the facility request.
- If **NO**, please sign below.

**STATEMENT:** I agree that my Event does not involve minors and I am not subject to the University Protection of Minors Policy.

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

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

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

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

(name and address, if different from #17) (required if any services in #14 are needed)

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

**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:** \_\_\_\_\_