



# Application for Use of Facilities

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Exterior Spaces  
UTC Campus  
Phone: 425-4455  
Fax: 425-2243



Event Title: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Sponsoring Group(s): \_\_\_\_\_

Responsible Contact: (Must be present) \_\_\_\_\_ Email: \_\_\_\_\_

Street Address or UTC Dept.: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State or Responsible University Account #: \_\_\_\_\_ Fax: \_\_\_\_\_

Room(s)/Location Requested: \_\_\_\_\_

Day(s) and Date(s) of Event: \_\_\_\_\_

Hours Requested (Start): \_\_\_\_\_ AM/PM (End): \_\_\_\_\_ AM/PM Actual Event Hours (Start): \_\_\_\_\_ AM/PM(End): \_\_\_\_\_ AM/PM

Guests Include: Campus Only  General Public  Number to Attend? \_\_\_\_\_ Admission Charged? Yes  No

Check all applicable classifications: Meeting  Conference/Workshop  Non-Profit Use  Profit Use  Entertainment

Non-UTC  Political  Religious  Solicitation  Other

Co-Sponsored

Speaker/Lecture  Name & Topic \_\_\_\_\_

## Requested University Services

Any incurred expenses will be billed to the requesting group or contact.

Food and/or Beverages Served? Yes  No  Group must contact Aramark Food Services for all food and beverages @ 425-4200.

Audio/Visual Needs Requested? Yes  No  Group must contact Media Resources @ 425-4197.

Music or Amplified Sound Used? Yes  No  Group must follow community standards and not affect academic classes.

Setup Requested? Yes  No  Group must contact Facilities for setup details @ 425-4075.

\*\* Required for all tables, chairs, stage, clean-up, electricity, etc. \*\*

Sign \_\_\_\_\_ Date \_\_\_\_\_

**I have read and understand this agreement, and I am aware of the Facilities Use Terms and Conditions on the attached page. I acknowledge that all listed information is accurate, and I will let the appropriate department know if anything changes before the event. I understand that failure to meet any conditions of this agreement shall result in a cancellation at any time. I understand that this form is an application, and the event should not be promoted until confirmation is received. I will also be responsible for any billing for services incurred.**

## UNIVERSITY USE ONLY

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Referred to Facilities Use Committee \_\_\_\_\_

Comments \_\_\_\_\_

Student Development \_\_\_\_\_ Setup \_\_\_\_\_

Parking \_\_\_\_\_ Security \_\_\_\_\_

Facilities Management \_\_\_\_\_ Food Services \_\_\_\_\_

UTC Action: Rental Amount \_\_\_\_\_ Contract \_\_\_\_\_ Insurance \_\_\_\_\_

Scheduled \_\_\_\_\_ Date \_\_\_\_\_ Fees \_\_\_\_\_ Receipt # \_\_\_\_\_

Facilities Use Committee Approved \_\_\_\_\_

**Date Received:**

**Booking Number:**

**Confirmation Sent:**

## Facilities Use Terms and Conditions

Non-University related requests must be received no less than 4 weeks prior to the event. University related events require 72 hours prior notice.

### **Safety and Risk Management Statement**

In consideration for the permission of the University of Tennessee at Chattanooga to allow use of premises, the undersigned agrees to assume all responsibility and legal liability arising out and in the use of the aforementioned property. The undersigned further agrees to indemnify, save and hold harmless the University of Tennessee at Chattanooga and its employees from any liability arising out of the use of this property. Further, the undersigned agrees to abide by all the rules, standards, or reasonable requests made by the University of Tennessee at Chattanooga relating to the use of these facilities and to adhere to all safety/fire code requirements as set forth by the University and to instruct participants to adhere to same.

Depending on the type of liability exposure, I understand that I may be asked to provide proof of current liability insurance and a certificate of insurance evidencing the University of Tennessee at Chattanooga as listed additional insured.

### **Equal Opportunity Statement**

The University of Tennessee at Chattanooga is an equal employment opportunity/affirmative action/Title VI/Title IX/Section 504/ADA/ADEA institution.