UAB Office of Student Involvement
Hill University Center, Room 440; Birmingham, Alabama 35294-1150
Phone: 934-8020 Fax: 975-6956
Registered Student Organizations

Facility Request and Approval Form

Sponsoring Group/Department: _____

Title of Activity: _____

Briefly describe event (speaker, artist, type of activity) _____

_____

Forms must be submitted (5) five business days in advance, programs requiring security must be submitted (15) fifteen business days in advance. This form is not to be used to request space in the Arena, Bell Gym, Bell Theatre, Hill University Center, Hulsey Center, Sterne Library, or Volker Hall.

Facility: *(Please use a separate form for each facility/date requested)*

Date to Be Used: _____

Event Begins: _____ Event Ends: _____
All events must end by 10:00 p.m.

Estimated Attendance: _____ Event Open To: ☐Private ☐Campus ☐Public

Will Food Be Served? ☐Yes ☐No If yes, what type of food will be served? eg, Coffee/Refreshment, Pizza, Reception, etc. _____
Food Service may be arranged through Blazer Dining, 934-8045. Alcoholic beverages are not permitted.

If Security is required, associated cost and arrangements will be the responsibility of the sponsoring organization. See the Office of Student Involvement to determine if your event requires security.

_____ Bell/Ullman West Room #_____
_____ Business/Engineering Room #_____
_____ Campbell Hall Room #_____
_____ Chemistry Room #_____
_____ Cud Worth Hall (Continuing Education Bldg.)
_____ Education Room #_____
_____ Humanities Room #_____
_____ Marshall Conference Center
_____ Mini Park

I have read and agree to abide by the current University Policies governing the use of the University premises.
PLEASE REVIEW THE ATTACHED POLICIES.

_____
Responsible Person (Print Name)

_____
Address

_____
City State Zip

_____ _____
Phone Email Address

_____
Responsible Person Signature

_____
Advisor Name (Print Name)

_____
Advisor Signature (Required On All Requests)

_____
Advisor Campus Address

_____ _____
Advisor Phone Advisor Email Address

_____
Date Form Submitted to Student Involvement

Forms must be approved by Student Life and Scheduling Office in order for scheduling to be complete. This form is to be submitted to The Office of Student Involvement, HUC Room 440.

For Office Use Only……

_____
Student Life Approver Signature Date

_____ Approved _____ Denied

_____
Scheduling Office Approver Signature Date

_____ Approved _____ Denied

USE OF FACILITIES BY STUDENT ORGANIZATIONS

1. First priority on the use of University College classrooms is reserved for academic and instructional activities.

2. Social organizations may schedule classroom space only for business meetings and educational activities provided:
   2.1. The advisor is aware of the activity;
   2.2. The organization is recognized by Student Life;
   2.3. The activity will not result in the noise level being greater than normal classroom noises;
   2.4. The activity must be concluded by 10:00 p.m.

3. The procedure for scheduling classroom space is as follows:
   3.1. Request form is submitted to the Office of Student Life.
   3.2. If space is unavailable in the University Center, the scheduling request will be sent to the Coordinator of Classroom Scheduling review and approval.

4. No facility may be used without specific approval in writing on the Facility Request and Approval Form.

5. All requests for use of UAB facilities must be made five business days in advance events requiring security require fifteen business days, by using the official Facility Request and Approval Form.

6. Written requests may be made either in person or sent through Campus Mail. If Campus Mail is used, allow extra time for processing of request forms. NO REQUESTS WILL BE ACCEPTED BY PHONE.

7. The request originator is responsible for the facility assigned. The facility must be left in the same condition and arrangement as originally found. The facility must be vacated by the time period specified.

8. There is no charge for the use of the facility, but each organization requesting a reservation agrees as a condition of use to accept financial responsibility for any damage to the facility or its contents.

9. No open fire (including candlelight) is permitted in the facility without written permission. Clearance must be received from the UAB Office of Safety.

10. No alcoholic beverages, illegal drugs, or firearms are permitted on campus.

11. Prudent judgment should be exercised when requesting to use a facility. Facilities should not be requested for more time than necessary. Cancellation of a reservation for a facility should be made as soon as possible. There are specific time requirements regarding cancellation of each type of activity.

EVENTS REQUIRING SECURITY

1. Security arrangements must be finalized at least ten (10) business days prior to the scheduled event. Failure to do so will result in the cancellation of the facility reservation.

2. A payment for the officer's services must be made by the organization upon request for reservation of a facility or grounds. Cash, Money Orders, or UAB account numbers will be required to secure security (No checks please). Failure to make the financial payment will result in denial of reservation requested.

3. A reservation will not be binding until written confirmation is sent by the office of Student Leadership and received by the student organization.

4. The organization will be held financially responsible for any damage to the facility or grounds. The organization is prohibited from altering, demolishing, or obstructing any lighting, switches, plugs, sockets, fixtures, structures, windows, or materials, supplies, or machinery or the like, in or about the facility or grounds. Violators will be subject to an appropriate penalty.

5. Cancellation must be made in writing by the request originator at least three (3) days in advance; otherwise, the organization will be REQUIRED TO PAY THE SECURITY CHARGE.

MAINTENANCE AFTER PROGRAMS BY STUDENT ORGANIZATIONS

1. The group will be completely responsible for set-up and breakdown of the facility. All tables, chairs and partitions must be reset after each program. All trash, litter, etc., must be placed in the trash receptacles. In general, the facility must be left as it was found. If this is not done, the group will be levied a clean up charge. In addition, the group will be compelled to relinquish all privileges for using the facility for the remainder of the current term and the following term. (Unless arrangements have been made for maintenance, it will be assumed that this option will be used.)

2. The group may arrange for maintenance and pay a charge of approximately $100.00. Payment will be due one week prior to the event.

CANCELLATION OF PROGRAMS BY STUDENT ORGANIZATIONS

1. An organization must arrange for cancellation at least three working days prior to the scheduled date of the program or activity.

2. The student organization's representative must contact the Office of Student Leadership regarding the cancellation of any scheduled program or activity held in a university facility or on university grounds.

3. Cancellation must be made in writing, signed and dated by an officer or advisor of the organization.

4. The organization is solely responsible for initiating a request for cancellation.

5. Failure to comply with the above cancellation policy will result in an appropriate penalty.