Leadership Conference Room Request and Approval Form

Sponsoring Group/Department:___________________________________________________

(Please use a separate form for each date requested)

Date to be used:________________________

Time Needed: Begins: ________________

Ends: __________________________

Please briefly describe event: _________________________________________________

I have read and agree to the current University Policies governing the use of University premises. Please review the policies on the reverse side.

Responsible Party: ____________________________________________________________

Address: _________________________________________________________________

City:________________________ State:______________ Zip______________

Phone number:________________________ Email Address:_______________________

Signature of responsible party: ______________________________________________

For Office Use Only...

________________________     __________________________
Coordinator of Student Leadership/IFC Advisor     Comments

____ Approved    ____ Denied     Date

Forms must be approved by the Office of Student Leadership in order for scheduling to be complete. This form is to be submitted to the Office of Student Leadership, HUC 440.

If your group is using the Leadership Conference Room between the hours of 8:00 a.m.
and 4:30 p.m., entry to the room will be provided by the staff in room 440, if using
Leadership Conference Room after these hours or on the weekends, entry will be provided
by checking with the HUC staff at the Information Desk on 1st Floor.
Policy on Leadership Conference Room:

- This form is a request only, not a confirmation. A confirmation must be made by the Office of Student Leadership.

- Requests for facilities must be made at least 24 hours in advance, or by Thursday at 5:00 p.m. if the event is to be held over the weekend.

- It is the responsibility of the requesting party to insure that the request form is completed in its entirety.

- Cancellations for events scheduled require 24 hours advance notice. Cancellations with insufficient notice will subject the party to loss of scheduling privileges.

- Scheduling of the Leadership Conference Room is done on a first-come, first-serve basis.

- The sponsoring organization is responsible for leaving the room in the same condition as when the meeting started. Any damage or loss to the rooms or equipment in the rooms will be the responsibility of the sponsoring organization.

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- All catering in the Hill University Center will be provided by the Hill University Center Food Service. Use of caterers other than the Hill University Center is prohibited. Individuals and groups are prohibited from bringing their own food, soft drinks, punch, coffee, etc., to be served at events.

Student Organizations and University-wide Student Programs may request an exception to using the Hill University Center Food Service during evening and weekend hours when less than 50 people are attending. Only "light" refreshments are allowed. If your group’s exception is accepted a $25.00 deposit is required.