The University of Alabama at Birmingham
Office of Student Leadership
Hill University Center, Room 440
Phone: 934-8020    Fax: 975-6956
Birmingham, Alabama 35294-1150
Recognized and Registered Student Organizations
Workroom 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: ______________________________________________________

_____________________________________________________________________________

Are markers needed? ______ Yes ______ No

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:

Comments

_____ Approved    _____ Denied    Date__________    Deposit Receipt # _____________

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 Workroom 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 Workroom 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 Workroom:

- 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 workroom is done on a first-come, first-serve basis. Up to two groups at a time can be scheduled in the workroom. If your group is working on a project that needs privacy, please state that under description on the form.

- 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.

- If markers are needed, a $50.00 deposit is required. The deposit will be returned to your group as long as the markers are returned to Room 440 by the date and time specified at the time the markers are checked out. If your group is using the markers after normal office hours, the markers must be checked out during office hours the day of use, (on Friday by 5 p.m. for use on the weekend) and returned by 9 a.m. the following day. Not returning the markers by the time specified will result in the loss of deposit.

- If your group is using the workroom 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 workroom after these hours or on the weekends, entry will be provided by checking with the HUC staff at the Information Desk on 1st Floor.