



Request for Facility Use Rodman Conference Room A

Requests should be submitted to Joel Mullner in the Office of Admission at least ten (10) working days prior to the intended event. Facility is not guaranteed until this request form is submitted and approved. The room will be reserved on a first-come, first-served basis.

EVENT INFORMATION

Event Name: _____

Date(s) of Event: _____

Starting Time: _____

Ending Time: _____

Estimated Attendance: _____

Will you be using computer/TV? YES NO

Will you be serving food/drink? YES NO

Will you be using JCU Catering? YES NO

ORGANIZATION INFORMATION

Sponsoring Organization: _____

Organization Number: _____

Contact Name: _____

Advisor Name: _____

Contact E-mail: _____

Advisor E-mail: _____

Contact Phone: _____

Advisor Phone: _____

FACILITY USE AGREEMENT

*By signing below, we agree to keep Rodman A in a top quality condition for this event. Upon the conclusion of the event, **we will clean and return the room** to the setup indicated on the wall of Rodman A. Should the Office of Admission find the room to be in unsatisfactory condition after our use, **we understand that fines could be applied to our organization and any future privileges to reserve and use the facility may be revoked until further notice.***

Contact Signature _____

Date _____

Advisor Signature _____

Date _____

OFFICE USE ONLY

Date Rec'd: _____

Approved

Rejected

SharePoint: _____

Staff Initials: _____

Post-Event Condition: _____