Fisk University
Office of Student Affairs
Requisition for use of Campus Facilities
Return to: The Office of Student Activities
(615) 329-8549
fax: (615) 329-8714
lberry@fisk.edu

Date: _____

Name of Organization_____
Please specify the purpose of the event/ activity.
_____
_____
_____

Check all applicable classifications ___Meeting ___Gym Party/Dance ___Lecture ___Other_____ (specify)

Will this event be open to the public? ___Yes ____No

Will there be a fee? ___Yes ___No. Please indicate the target number of audience? _____

BUILDING REQUEST	ROOM NUMBER	DATE	TIME: Beginning to Ending	SET-UP TIME	SPECIAL NEEDS

YOU MUST INDICATE A SECOND CHOICE FOR YOUR EVENT. _____

NAME OF PRESIDENT_____ E-mail _____ Phone_____

NAME OF ADVISOR _____ E-mail _____ Phone_____

_____ DATE _____ APPROVED_____ NOT APPROVED _____
Advisor's Signature (Signature is mandatory)

Date: _____ Signature of Fisk Official _____ APPROVED____ NOT APPROVED ____
(This signature will represent the person in charge of facility or a representative from Student Affairs
Continue on back for guidelines regarding the use of campus facilities.

THE USE OF CAMPUS FACILITIES

1. **Building request forms can be secured from the office of Student Affairs. Also your request can be filled out on line at lberry@fisk.edu . (All registered organizations must fill out and return this form no less than 10 to 15 days. The advisor will be notified in advance regarding the decision of the facility status. Student Affairs will get notice of approval within five days of submission.)**
2. **Each event must be approved and signed by the advisor before submitting the form to the office of Student Activities.**
3. **All religious organizations and events must get prior approval from the Dean of Chapel upon hosting a meeting or event.**
4. **Please fill out the entire form that indicates the purpose, time, site, special needs and setup time.**
5. **The room requested will be assigned only if available. We reserve the right to assign a different room if necessary.**
6. **Meeting rooms will be available 30 minutes prior to scheduled meeting time. At this time please make sure that all requested special needs are available.**
7. **Please remember to maintain the cleanliness of the requested facility. Lack of cleanliness or misuse of the facility may result in the refusal of permission to use any campus facility during the academic year.**
8. **The University reserves the right to cancel any scheduled event with proper notification. In canceling a reservation, the Director of Student Activities must be notified 3 days prior to scheduled event.**
9. **No alcoholic beverages, tobacco, or controlled substances are allowed at any function on campus.**
10. **All events sponsored by an organization must have the advisor present from the beginning to the end of the function (i.e. dances, yard events, etc.). Security is needed for all dances held on campus. A fee is required for the use of (4) security officers during the event. In the event of a dance, a meeting is required with the advisor, security, president and officials from Student Affairs. This meeting must take place at least three days before the event.**
11. **Please be mindful of other activities going on in the vicinity by keeping noise at a minimum level and in good taste.**
12. **All foods, beverages and/or refreshments must be arranged through Sodexho food service. No preparation of foods and beverages will take place on the premises.**
13. **No activity shall be publicized prior to final clearance being granted!! The posting of an event must be approved from the office of Student Affairs and the person in charge of the facility. Upon completion of the activity all advertisement posting must be removed by the organization. Failure to comply with this policy will result in cancellation of event future events. However, continuous infractions will suspend the organization for the academic year.**

    ALL REGISTERED ORGANIZATIONS MUST GIVE A DETAIL SCHEDULE OF THEIR ASSIGNED WEEK. (FOUR DAYS IN ADVANCE).

A VALID COLLEGE ID IS REQUIRED FOR ALL DANCES HELD ON CAMPUS.