

Attention ! For multiple venue events, please fill out one form per building, date and timeframe.



**North Carolina Central University
Request for Use of a Campus Facility
PLEASE TYPE OR PRINT ALL INFORMATION**

Requests submitted fewer than fifteen (10) working days before the scheduled event will not be processed. Unsigned or incomplete forms will not be processed. Please read rules and regulations on the opposite side of this form. NCCU considers the user signature on this form as proof that said user has read and agrees to these rules and regulations.
E-mail completed forms to sharnia.herbin@nccu.edu

EVENT INFORMATION (Failure to complete this form may contribute to the delay in the confirmation of your event.)

Organization: _____ (Please do not use abbreviations.)
Organization Type: Student ___ Faculty/Staff ___ Staff-Affiliated ___ Community/Non-Profit or Profit ___
Rental fee required for all Staff-Affiliated (Personal NCCU employee) events and Community events.
Contact Person: _____ Contact Number: _____ Fax: _____
Address: _____
City: _____ State: ___ Zip: _____ Email Address: _____
Advisor's Name: _____ (Registered Student Organization ONLY)
Contact Number: _____ Fax: _____ Email Address _____
Event Name: _____ Open to the Public? _____

Facility Desired: _____ Alternate Facility: _____
Location in the Facility: _____ Alternate Location in the Facility _____
Date Desired: _____ (For recurring dates, please attach a separate sheet of paper listing all dates.)
Alternate Date: _____ Estimated Attendance: _____

Times: Pre-Event: _____ Start: _____ End: _____ Post Event: _____
Event Description: _____

Mode of Publicity: _____ (Publicity should not begin prior to event confirmation.)

EQUIPMENT/RESOURCE REQUESTS (Specify the amount for each item selected. Please note: Resources are limited)

Tables: 8 ft. _____ Chairs _____ Podium _____ Shell/Riser _____ Banner _____ Trash Cans _____
Additional Equipment: Stage _____ Floor Cover _____ Audio/Visual (Contact 530-7188) _____

// Approved	_____	// Approved	_____
// Not Approved	_____	// Not Approved	_____
	Signature Facility Use Coordinator		Signature, University Police
// Approved	_____	// Approved	_____
// Not Approved	_____	// Not Approved	_____
	Signature Building Supervisor		Signature Ticket Office Official
// Approved	_____	Event Monitor	_____
Not Approved	_____		
	Signature Health & Safety Officer		

Comments/Instructions: _____

General Rules and Regulations for Use of NCCU Facilities

1. Requests for use of facilities must be made on the appropriate application not less than two (2) weeks or ten (10) working days before the event. You must use separate request forms for each building requested. Clearly state dates; e.g., May 8, 19xx or June 7-11, 19xx; or every Friday from May 7 - June 25.
2. Organizations may not advertise or announce events until they receive written approval for use of the facility.
3. All groups and organizations must use the University Ticket Office 530-5170 for all events requiring ticket sales. (If tickets are sold or the public is invited, NCCU police protection 530-6106 is also required.)
4. Only current, bona fide officers or advisors of an organization may request use of facilities. Student organizations must be registered in the Student Activities Office. Advisors are required to co-sign applications for registered student organizations. (Organization advisors must attend the ENTIRE EVENT.)
5. The advisor or a bona fide representative of the group using a facility must report all damages to a facility and/or injuries to an event's participant to Campus Police (530-6106) and to the event monitor
6. All events must end by 11:00 p.m. Sundays - Thursdays and by 2:00 a.m. Fridays and Saturdays, unless by special permission of the Division of Student Affairs.
7. Picture student identification cards are required for entry into all student social events.
8. A bona fide University faculty/staff member, officer/advisor of a registered student organization or officer/representative of a community non-profit organization must officially cancel an approved event with the Facilities Use Office not later than 72 hours prior to the scheduled event. For events requesting security, if the event is not cancelled properly, then three (3) hours will be billed for campus police and event monitor.
9. **University policy strictly prohibits the use of illegal drugs and alcohol at all events.** Persons showing evidence of being under the influence of alcohol or illegal drugs may be denied admission to or may be removed from activities at North Carolina Central University. Alcohol beverages or illegal drugs are not permitted in, or on any campus facility.
10. Smoking, eating and drinking in classrooms and other designated areas is prohibited.
11. Established occupancy levels must be observed at all times. McLendon-McDougald Gym 2,101-Arena, 710-Floor; Walker Complex Gym 2,130-Floor; for all other occupancy levels call 530-7893.
12. University policy prohibits posting of signs, announcements, or flyers, etc. on painted surfaces, windows and doors. Littering or defacing property is prohibited.
13. Rental equipment (tables, chairs, tents, etc.) ordered and secured by the sponsoring organization is the sole responsibility of the organization. The University Special Event Office is not responsible for rental equipment.
14. The University may apply charges/deposits for use of a facility before approval of an application. These **charges/deposits must be paid in full** no less than 72 hours prior to the event. The charges/deposits are to be paid to specific accounts as indicated on the approved form. Checks and money orders are to be made payable to North Carolina Central University. Financial Affairs must verify requisitions for payment from University accounts for the availability of funds before a facility may be used. Charges will still be assessed for events that are canceled less than 24 hours prior to their expected occurrence.
15. Organizations must pay a deposit for facility cleaning prior to use of a facility. The Facilities Use Office will return the cleaning deposit to the organization upon the successful completion of an inspection of the area used by the building supervisor or his/her designee. Organizations must pay for housekeeping services, if the event generates revenue.
16. Other special conditions for use of facilities may be applied and designated at the time of application or before approval of an application.
17. Failure to uphold and abide by these General Rules and Regulations may result in the cancellation of an approved application and or the forfeiture of future applications. The University Event Center may, at any time, reassign or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interest of the institution or such reservation is deemed outside of the overall University mission and goal.

I, the undersigned, have reviewed the policies set forth in this form and agree to all terms herein. By my signature I declare that the user listed above agrees to abide by the rules and regulations listed on this form. I indemnify and hold harmless the University, the State of North Carolina, and all their officers, employees, and agents from all claims, demands, suits, causes of action, or judgments any person had, now has, or may have against those agencies or individuals arising out of or in any way connected with the event at the University which is the subject of this agreement. My organization will cooperate fully with the University in any investigation of any claim or potential claim made by any person or organization in connection with services provided under this agreement.

Requestor Signature

Name (Please Print)

Date

Advisor Signature (*For Student Organizations Only*)

Advisor Name (Please Print)

Date

Services and Fees

Please answer YES or NO to the following questions. If yes, please fill in the necessary information.

Is this a Ticketed Event? _____ (Pre-Sale \$ _____ Door Sale \$ _____ *Door sales require Univ. Police Coverage*)

Is this a Catered event? _____ (Catering Company: _____ Contact Number: _____)

Sodexo: 530-7802)

Events held in the McLendon-McDougald Gym, track and O'Kelly Stadium: The Athletic Department has exclusive rights to all concessions.

Check the box beside any special item that you wish to request for this event. The Facilities Use Office will list your needs on the calendar, but the user must request the service or equipment directly from the provider.

FEE, SERVICE or EQUIPMENT NEEDED		AMOUNT	DUE DATE
GYMNASIUM FLOOR COVERING	530-7893	\$	
MICROPHONE & PODIUM	530-7188	\$	
POLICE & SECURITY	530-6106	\$	
TICKET OFFICE SERVICES	530- 5170	\$	
OTHER (Specify)		\$	
FEES AND CHARGES		AMOUNT	DUE DATE
FACILITY USE FEE		\$	
CLEANING/MAINTENANCE FEE		\$	
EVENT MONITOR		\$	
TOTAL CHARGES		\$	N/A

My unit, group, or organization agrees to pay all charges in full on or before the due date listed above:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

RSO's ADVISOR'S SIGNATURE (MUST ATTEND EVENT)

By my signature I declare that the user listed above agrees to abide by the rules and regulations listed on the opposite side of this form. I indemnify and hold harmless the University, the State of North Carolina, and all their officers, employees, and agents from all claims, demands, suits, causes of action, or judgments any person had, now has, or may have against those agencies or individuals arising out of or in any way connected with the event at the University which is the subject of this agreement. My organization will cooperate fully with the University in any investigation of any claim or potential claim made by any person or organization in connection with services provided under this agreement.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE