

**University of New Orleans – Office of Academic Services
Request for Use of Academic Facility**

Description of Planned Event: _____ _____ _____
Date: _____
Time: _____
Location: _____
Special Needs:
<input type="checkbox"/> Parking _____
<input type="checkbox"/> Security _____
<input type="checkbox"/> Janitorial Services _____
<input type="checkbox"/> Equipment _____
Fees to be Charged:
<input type="checkbox"/> Admission: \$ _____
<input type="checkbox"/> Donation: \$ _____
<input type="checkbox"/> Other: (specify) _____

Date of Request _____

Organization _____

Representative _____

PRINT NAME SIGNATURE

Mailing Address _____

STREET/APT NO. HOME PHONE

CITY

Campus Sponsor _____

NAME SIGNATURE CAMPUS PHONE

I understand that I have the responsibility for maintaining the facilities used, notifying University Police of any problems, adhering to all policies in the UNO Student Handbook, including UNO AP 14.1 (food and beverage policy) and arranging for special services such as catering and audio visual equipment. I also understand that any extraordinary costs to the University resulting from this facility usage may be charged to the requesting organization/representative. My signature on this document verifies that I agree and will abide by these policies and procedures. (Absolutely no food or drink allowed in EN 101.)