

Texas Southern University
Office of Event Services
Request for External Use of Facilities

Special Provisions

External Event : Any event not constituting an official activity at Texas Southern University. Please note that any official University activity takes scheduling precedence over any External Event. A requestor for an External Event must submit a facility/ space application to the University no later than **45 days** before the External Event's proposed date. Your request will go under review by the University's Event Committee for approval. Requestor will be notified no later than 30 days before the event whether the application for space has been approved. The University has no duty to approve any application that does not meet the University's criteria.

Co-Sponsored Events : Events held by a person or organization not associated with the university require a representative of the sponsoring administrative, academic unit, or student organization to submit a completed facility waiver form, approved by the appropriate college, division, or administrative authority, along with the external / co-sponsored request form to the Office of Event Services for review and final approval. **(forms are to be submitted no later than 45 days before the Co-Sponsored Event's proposed date failure to comply could result in denial)** The University has no duty to approve any application that does not meet the University's criteria.

The University reserves a right at any time :

- **Upon proper notification, to cancel any scheduled event; or**
- **To require a NONREFUNDABLE AND NON -TRANSFERABLE deposit payment in advance**
- **final payments must be made 1 week prior to event to avoid cancellation.**

Requestor

Name of Organization: _____ Phone Number: _____

Contact Person: _____ Email: _____

Event / Facility / Space Requested

Events Name: _____ Requested Venue: _____ Room: _____ Est. Attendance: _____

Event Date: _____ Multiple Dates: _____

Event Time: _____ Setup Time: _____ Event End Time: _____

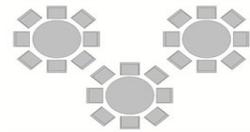
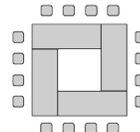
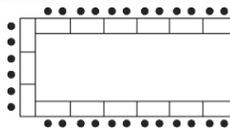
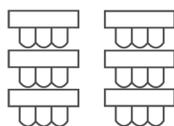
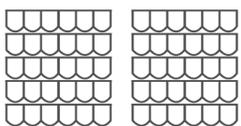
Equipment Request (Check all that Apply)

Screen: LCD Projector: PA System: Microphone: Podium: Stage: Stage Size: _____

Event Setup (Indicate Number & Configuration)

72" Round Table: _____ 60" Round Table: _____ Cocktail Tables: _____ 8' Table: _____ 6' Table: _____ Chairs: _____

Other: _____



Signature of Responsible Party **Date**

Signature of Faculty / Staff / Advisor (Co-Sponsor)

Print Name **Title**

Print Name **Title** **EXT**