

Application for Use of Facilities

Middle Tennessee State University • Murfreesboro, Tennessee



Type or Print

TBR Form No. UCPF 1

Program or activity title _____

Sponsoring group(s) _____

Individual to be present and responsible _____ Phone: Home _____ Office _____

Address _____

City, state, zip _____

Program purpose (indicate name and topic if a speaker) _____

Check all applicable classifications Assembly Conference Non-profit-making use Profit-making use Solicitation

Political Religious Other _____

Literature distribution? Yes No (If yes, attach copy.)

Check one if activity open to: Faculty/staff/students only General public Other _____

Does the activity require any of the following? Food Service Yes No Specify _____

Housing Yes No No. of beds _____ Custodial Yes No Security Yes No Special parking Yes No

Please indicate room set-up, audiovisual, and special equipment needs for activity _____

Area(s) Requested

Building	Room No.	Date	Time-From/To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

No. of people expected _____ Admission/registration fee? Yes No Amount _____

Actual beginning time activity _____

I acknowledge that I have read the applicant certifications as printed on this form, and I will abide by these requirements. My signature below attests to same.

Applicant _____ Date _____

Address _____ Telephone no. _____

Campus sponsor authorization _____ Date _____

Address _____ Telephone no. _____

Do not write in this space

Approved Disapproved _____ Date _____

Reason for disapproval _____

Approved Disapproved _____ Date _____

Reason for disapproval _____

Space assigned _____

By _____ Date _____

Distribution: _____

Charges:

Facility _____

Security _____

Student _____

Supervisor _____

Custodial _____

Other _____

Total _____

Applicant Certifications

Application for Registration of On-Campus Activity

Applicant acknowledges that the institution has made a copy of the Tennessee Board of Regents "Policy on Use of Campus Property and Facilities" available for review and understands that a copy of such policy will be provided upon request and payment of reasonable copying charges.

Applicant understands that filing of this application shall constitute agreement by applicant to the following conditions:

1. The intended use of campus property and facilities by applicant does not violate, and actual use will not violate, the provisions of the Tennessee Board of Regents' "Policy on Use of Campus Property and Facilities," or any policies or regulations of the institution or any federal, state, or local law or regulation.
2. Any use of campus property and facilities pursuant to this application which is contrary to such policies, laws, or regulations of which is inconsistent with the activity as described in this application constitutes grounds for the institution to remove the activity from campus property.
3. Applicant agrees to indemnify the institution and hold it harmless from all liabilities arising out of applicant's use of institution property and/or facilities, including but not limited to personal injury, property damage, court costs, or attorneys fees.

Institution approval is contingent upon the applicant's satisfactory completion of all financial and/or insurance obligations as may be required by the institution.