

Application For Use Of Facilities

Campus: AL AN LO MA ME WO Date: _____

Name and Type of Organization: _____ EIN#: _____

Type of Function: _____ Est. Attendance: _____ Admission Fee: _____

Space Requested: _____
(Building, Room #, Patio, Playing Field, etc.)

College Group: If music will be played, will event cost \$1,500 or more? _____
(If yes, you must furnish three copies of any printed programs and pay fees to ASCAP & BMI based on NOVA's contracts.)

Non-College Group: Will music be played? _____
(If yes, you must furnish three copies of any printed programs and pay fees to ASCAP & BMI.)

USE A SEPARATE FORM FOR EACH EVENT

Day _____	Date _____	Hour setup starts: _____
Day _____	Date _____	Hour event starts: _____
Day _____	Date _____	Hour event ends: _____
Day _____	Date _____	Hour cleanup ends: _____

If this is to be a regularly scheduled event, list exact dates for current semester. (Use another form for next semester.)

Will food or beverages be served? _____ What kind? _____ Caterer: _____
(Note: a state alcohol permit must be purchased if alcohol is being served.)

Indicate services, special equipment, furniture, and setup requirements: _____

NOTE: Ask your NOVA contact for checklists of items available and any other required forms for your request. Be specific, i.e., "need television and VCR," or "stage, podium with microphone, and seating for 75," etc. Attach request forms or additional sheets, if necessary.

I certify that this group is (circle one): College Group / Not-For-Profit Group / Commercial Group

Applicant's name and signature _____ Address _____

Title or position in organization _____ Telephone number(s) _____

On-site designee's name _____ Telephone number(s) _____

The signatory hereby represents him/herself as an officer of the above organization in making application to NOVA for use of College facilities. The signatory has read the policy for use of College facilities, agrees to abide by its terms, and assumes supervisory responsibility for conduct and activity of all persons associated with and attending the function. The signatory understands that he/she will be held responsible for any damages to College property as a result of the above-mentioned activity. The College will be held blameless from any loss, damage liability, expense, claim, or demand that may arise or be caused in any way by such use of College facilities. The signatory will make necessary arrangements to ensure the area is cleaned and left in the order in which it was found. The College expects full compliance with the terms of the Americans with Disabilities Act by the signatories.

COLLEGE APPROVAL SIGNATURES REQUIRED

<u>COLLEGE GROUP</u>		<u>NON-COLLEGE GROUP</u>
Faculty advisor _____	Dir. Cont. Ed. _____	Dir. Cont. Ed. _____
Student Act. Coord. _____	Bus. Mgr. _____	Bus. Mgr. _____
Dean of Student Dev. _____	Provost _____	Provost _____

FEE(S): _____ TOTAL DUE: _____ DEPOSIT: _____ DATE(S) PAID: _____ / _____

ROOM(S) ASSIGNED: _____ PARKING ASSIGNED: _____