

**SCHOOL OF LAW
(HULSTON HALL)
USE OF FACILITIES APPLICATION
(Please Type or Print)**

This form must be completed with all necessary signatures and information and filed in 203 Hulston Hall **NOT LATER THAN 48 HOURS PRIOR TO THE EVENT** (excluding Saturday or Sunday and/or holidays). All items must be completed by the applicant.

1. Date of application _____	2. Department or Organization Requesting Room _____	3. Estimated Attendance _____
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4. Date Requested _____	5. Room Requested _____	6. Beginning Hour _____	7. Ending Hour _____
Date Requested _____	Room Requested _____	Beginning Hour _____	Ending Hour _____
Date Requested _____	Room Requested _____	Beginning Hour _____	Ending Hour _____
Date Requested _____	Room Requested _____	Beginning Hour _____	Ending Hour _____
Date Requested _____	Room Requested _____	Beginning Hour _____	Ending Hour _____

If requesting more than one date and/or room, complete one line for each date, room, and time.
If you need additional space, please attach on a separate sheet of paper.
Be as exact as possible on times, including time for setting up and removing equipment, audience arrival, etc.

8. PURPOSE OF USE (Give specific name and nature of event)

9. Is this event a fund raising/philanthropy project? ____ Yes ____ No

10. Has faculty advisor approved this function? ____ Yes ____ No ____ N/A Name & Phone: _____

11. Will the faculty advisor be present at this function? ____ Yes ____ No ____ N/A

CANCELLATION NOTICE:
If decision is made to cancel the event or to change location please contact the Administrative Office of the Law School (882-6487) at least 24 hours prior to the event.

Applicant must make arrangements for additional furniture, equipment, or services. See rules and regulations for full instructions.

I agree to be responsible for the opening and closing of the meeting room(s) at the designated hour. After an event is concluded, I further agree to see that all equipment, fixtures and other materials used in connection with the activity are removed so as not to interfere with the meeting of classes the following morning. **I have read and agree to observe all rules and regulations listed on the accompanying "Rules & Regulations" document .**

12. Applicant's Signature _____	13. Applicant's Name (please print) _____
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14. Title or Position Held in Dept. or Organization _____	15. Contact Information
	Address: _____
	Local Phone Number: _____
	Fax Number: _____

Administrative use only:

Requestor notified of approval _____
date *time* *initial*

Key issued _____
date *time* *initial*

Key returned _____
date *time* *initial*