Proposal for Use of University Facilities

User:

Date of Event:

Type of Event:

Campus Sponsor or Coordinator:

Facility Use Charge:

- Physical Plant Charges (setup, event staffing, cleanup, and teardown)
- Event Manager Fee (if necessary)
- Host Department Setup & Staffing Fees
- Security Fees

Percentage of Revenue Collected by User %

Total

Approved by:

______________________________
Building Coordinator

______________________________
Director of Physical Plant
(only if Physical Plant incurs expenses)

______________________________
Vice Chancellor for Finance & Administration

Note: User fees will be recovered to an appropriate account and used to fund direct expenses. If revenue producing events are charged for a percentage of the revenue collected, these fees may be deposited to an income account for the facility. These funds can be used to replace equipment or make building improvements.