

FACILITY RESERVATION REQUEST FORM

- An advanced reservation of at least one week is strongly encouraged -

The Student Life Center
The University of Tennessee at Martin
Martin, Tennessee 38238
Phone: 731.881.1418 Fax: 731.881.1417
731.881.1825

Sponsoring Organization: _____

If a UT Martin Student Organization, please provide the following:

Advisor Name: _____

Campus Address: _____ Campus Telephone: _____

Name: (person filling out this form) _____

Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

Cell Telephone: _____ Email Address: _____

Contact Person #2: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

Cell Telephone: _____ Email Address: _____

Date of Event: _____ Start Time: _____ Ending Time: _____

Type of Event:

- Practice
- Speaker
- Dance
- Concert
- Workshop
- Athletic Game
- Banquet
- Meeting
- Other

Conditions:

- Open to Public
- Closed to Public
- No Admission Fee
- Admission Fees
- Fund Raiser
- Other

Needs:

- Floor Covering
- Sound System
- Tables
- Chairs
- Catering
- Security
- Power-point/wireless mouse
- DVD/VCR
- Podium Podium w/mic
- Wireless mic Lapel mic

Detailed Description of the Event: _____

Set up / Preparation date: _____ Start Time: _____

Special Set up Needs: _____

Dances/Music & DJ/Lighting: Our house sound system is designed for low to moderate audio transmission. Its location and function do not allow for constant supervision. Individuals or groups who would like to host a dance are required to seek out alternate sources for their music purposes. The lighting in this facility, on the gym floor, can be lowered but only to a faint dim. We are currently not equipped with specialized lighting for more extravagant dance floor situations. You are encouraged to seek out other lighting options. Must sign an SLC Music Agreement form.

Technology: Our gym and stage area are equipped with a projection system that displays a movie theater type image. This can be easily viewed at all times of the day. The projector is hooked up to a stationary desktop computer with internet capabilities and a wireless mouse. It can be used for Power-point purposes as well as DVD/VCR presentations.

Conditions: Applicant agrees that any activity conducted will be in accordance with all University regulations and policies as well as any applicable federal, state, and local laws. Furthermore, any unusual expense incurred by the University resulting from this activity shall be the responsibility of the user. Some activities and events may require a contract or lease agreement.

Applicant's Signature: _____ Date: _____

UT Martin Students and Student Organizations: For events on Friday and Saturday evenings extending past 11:00 p.m., your reservation for this facility will not be complete until you have met with the UT Martin Public Safety Director to discuss safety and security issues, and to develop a risk management plan. The director's signature is required on this form before the facility will be officially reserved for your event or activity.

Public Safety Director: _____ Date: _____

Office Use Only

Date Received: _____ Time Received: _____ Received by: _____

Facility Director Approval: _____ Date: _____

Email Confirmation Signature: _____ Date: _____

The unloading and loading of equipment and/or materials to this facility may not be done unless accompanied, at all times, by appropriate staff. Do not pull up to the building without proper supervision.