



SPACE UTILIZATION FORM

PROCEDURE FOR SECURING A BUILDING OR ROOM

- A. The form **MUST** be completed and presented by a Faculty/Staff chaperone.
- B. Obtain the signature of the person supervising the event (advisor, etc.)
- C. Each event **MUST** be staffed with a minimum of five (5) chaperones (Chaperones/contact info **MUST** be listed on this form prior to approval).
- D. Obtain signature/approval of the Director of Activities.
- E. Obtain approval of the Talladega College Chief of Police to allow an assessment of safety needs.
- F. Distribute copies to the following: Student Activities, Talladega College Police, Facilities Management, and retain a copy for your records.

_____ 1. Permission to use a building or room does not include an arrangement for janitorial services and access. Arrangement for these **MUST** be made with Facilities Management. The user must arrange schedules for opening/securing the facility with Talladega College Police.

_____ 2. Permission to use a facility **DOES NOT** include special instruments or equipment located in the facility. Usage of these items requires written permission from authorized personnel.

_____ 3. Persons requesting a building/room are responsible for the cleaning at the conclusion of the event. Failure to do so may result in a cleaning fee of \$75 to be determined by Facilities Management. All damages will be assessed to the supervisor/organization.

_____ 4. All chaperones and supervisors **MUST** be present until the conclusion of the event. Events found in violation of the Space Utilization Policy may be cancelled and/or terminated immediately by Talladega College Police. Additional security concerns must be arranged with the Talladega College Chief of Police (Events not sponsored by the Talladega College will be required to pay for additional officers as needed).

_____ 5. The Chief of Police **MUST** be notified a minimum of seven (7) days in advance of any event in order to adequately staff security personnel (**NO EXCEPTIONS**).

_____ 6. Attendees are required to present a valid Talladega College ID for entry. No re-entry is permitted. No outside food or drink will be allowed. All attendees are subject to search prior to entering a Talladega College event. Talladega College officials reserve the right to refuse entry to any individual believed to present a threat to the safety of Talladega College.

_____ 7. Failure to deliver a copy of the approved Space Utilization Form to the required departments will result in a cancellation/termination of the event by Talladega College Police.

_____ 8. **I HAVE READ AND AGREE TO RULES SET FORTH IN THIS DOCUMENT****

BUILDING/ROOM REQUESTED: _____

EVENT START: _____ EVENT END: _____

NUMBER OF ATTENDEES EXPECTED: _____

NAME OF PERSON/ORGANIZATION REQUESTING EVENT: _____

CONTACT PHONE: _____

NAME OF EVENT OR PURPOSE: _____

EVENT TYPE: Lecture Meeting Banquet Fashion Show/Pageant Step-Show/Party
 Fundraiser Other: _____

NAME OF EVENT SUPERVISOR/SPONSOR: _____ PHONE: _____

SIGNATURE OF EVENT SUPERVISOR/SPONSOR: _____

The event will have: (Check all that apply)

() Entry Fee () Cash Collection () Service Provider If so, who? _____

() Food If so, where will the food come from? _____

() Performer or Speaker If so, who? _____

() Music () Dancing () None of the Above

BUILDING	CAPACITY	AUTHORIZING PERSONNEL	SIGNATURE
Andrews Hall	25 per room	Chair of Music Department	
Upper Lounge	100	Director of Student Activities	
DeForest Chapel	750	Director of Student Activities	
Gymnasium	400	Director of Athletics	
Fanning Refectory	N/A	Director of Food Services	
Sumner Hall 202	25 per room	President's Office	
Silsby Hall	25 per room	Dean of Nat. and Comp Science	
Swayne Hall	135	Academic Affairs Office	
Savery Library	125	Librarian	
Goodnow Art Bldg.	35	Director of Visual Arts Dept.	
Crawford Hall Rec.	50	Director of Residential Life	
Silsby Baseball Field	N/A	Director of Athletics	
Ish Hall Lobby	40	Director of Residential Life	
Drewry Hall	35 per room	Dean of Business Department	
Other:	To be determined	Chief of Police	

SIGNATURES OF APPROVAL AND ACKNOWLEDGEMENT:

As an officer and/or advisor of the student organization listed on this form, I verify that I have read and understand ALL Talladega College policies and procedures associated with hosting an event.

Requestor/Advisor Signature **Date**

List Chaperones:

Director of Student Activities **Date**

Director of Facilities **Date**

Chief of Police **Date**

CANCELLATION/ NO SHOW POLICY

A no show is equivalent to a cancellation of less than 48 hours (2 business days)

First no show: Receive a written warning

Second no show: Reservation suspension for 14 business days

Third no show: Reservation suspension for semester

(If semester is less than 15 business days before ending, the suspension will begin the subsequent semester)

