University of New Orleans – Office of Academic Services
Request for Use of Academic Facility

Description of Planned Event: ___________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Date: _________________________________
Time: ________________________________
Location: _____________________________
Special Needs:
□ Parking__________________________________
□ Security__________________________________
□ Janitorial Services__________________________
□ Equipment________________________________
Fees to be Charged:
□ Admission: $__________
□ Donation: $__________
□ Other: (specify) __________________________

Date of Request _______________
Organization _________________________________________________________
Representative _________________________________________________________
PRINT NAME SIGNATURE
Mailing Address _________________________________________________________
STREET/APT NO. HOME PHONE
_________________________________________________________
CITY
Campus Sponsor ________________________________________________________
NAME SIGNATURE CAMPUS PHONE
I understand that I have the responsibility for maintaining the facilities used, notifying University Police of any problems, adhering to all policies in the UNO Student Handbook, including UNO AP 14.1 (food and beverage policy) and arranging for special services such as catering and audio visual equipment. I also understand that any extraordinary costs to the University resulting from this facility usage may be charged to the requesting organization/representative. My signature on this document verifies that I agree and will abide by these policies and procedures. (Absolutely no food or drink allowed in EN 101.)