

## **Instructions for Returning Facility Request Form:**

- Please print out and complete the attached form and return to:
  - When Requesting:
    - Academic Classrooms, Gatliff Chapel, or Bennett Auditorium, return this form to the Office of Academic Affairs
    - The Atrium or the Grill, return this form to Lisa Bartram in the CAB Office
    - Rollins Center or Intramural Gym, return to Randy Vernon in the Rollins Center

**University of the Cumberland**  
**FACILITY REQUEST FORM**

FACILITY NEEDED \_\_\_\_\_

DEPARTMENT / ORGANIZATION \_\_\_\_\_

REQUESTED BY \_\_\_\_\_

DATE(S) \_\_\_\_\_ TIME(S) \_\_\_\_\_

ACTIVITY (Be Specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NUMBER ATTENDING \_\_\_\_\_

FACULTY SPONSOR ATTENDING (BY SIGNING THIS YOU ACCEPT RESPONSIBILITY OF ATTENDING SAID  
ACTIVITY) \_\_\_\_\_

APPROVAL \_\_\_\_\_  
Faculty Sponsor / Department Head

\_\_\_\_\_  
Supervisor of Facility Requested

APPROVAL DATE \_\_\_\_\_

THE ORGANIZATION IS RESPONSIBLE FOR ARRANGING AND ACQUIRING ALL ITEMS NEEDED FOR ACTIVITY.

Facilities MUST be cleaned and arranged in original form after activity is concluded or future use of facilities may be denied. If security is required for the above activity, the organization is required to make payment in full at the time of the activity.