

14. Additional services: (*charge for use/set-up/labor)

FACILITIES MANAGEMENT

Table(s) - # needed _____ Chair(s) - # needed _____

Recycling container(s) - # needed _____ Trash container(s) - # needed _____ Electrical needs Water needs

Portable toilets Other – Contact Facilities Management (438-2036)

A/V-TECHNOLOGY - Arrangements for a/v-technology equipment must be made with Classroom Support (438-7412)

PARKING - Arrangements for parking must be made with Parking Services (438-8391)

POLICE COVERAGE - Arrangements for police coverage must be made with the University Police (438-8631)

SPECIAL NEEDS FOR THE DISABLED – Contact the Coordinator of Events and Outreach (438-3700)

15. Applicant: _____ Email: _____
Mailing address: _____ City: _____ State: _____ ZIP: _____
Daytime phone #: _____ Evening phone #: _____

I, as the authorized agent of the above sponsor, have read and agree to abide by the General Revenue Facilities User Guidelines. I also agree to hold harmless the Board of Trustees, Illinois State University, its officers, employees, attorneys, agents and representatives from any and all claims, causes of action, damages or judgments, whether in contract or in tort, for any injuries or damage including personal that may be in any way connected to this event. I also agree to reimburse the University for any and all damage that may occur.

Authorized Signature: _____ Date: _____
(YOU MUST PRINT OFF FORM AND SIGN – DO NOT USE ELECTRONIC SIGNATURE) (Requests submitted without signature will be denied.)

16. COVID Facility Requirement and Risk Acknowledgment

I understand that by signing above as the Authorized Representative I acknowledge and understand all requirements contained in Exhibit A related to COVID. By signing above, I also understand that I must as the Authorized Representative make sure that all participants/attendees are aware of all capacity restrictions and the outlined risks and requirements stated in Exhibit B.

15. Does this event include direct contact with minors (under 18)? Yes No

- Examples of events involving direct contact with minors are available at ehs.illinoisstate.edu/minors/outside-groups.
- If you are unsure whether you should answer YES, please contact Environmental Health & Safety at protectionofminors@ilstu.edu or 309-438-8325.
- If YES, then:
Internal University Users (Faculty, Dept., and Sponsored RSO's) must complete the online internal Registration from found at ehs.illinoisstate.edu/minors/registration.
Outside Groups (Public, 3rd Parties, and Independent RSO's) must complete the Outside Group Space Reservation from found at ehs.illinoisstate.edu/minors/outside-groups and submit with the facility request.
- If NO, please sign below.
STATEMENT: I agree that my Event does not involve minors and I am no subject to the University Protection of Minors Policy.
Authorized Signature: _____ **Date:** _____

16. Faculty Advisor/Fiscal Agent: _____ Signature: _____
Campus Address: _____ Daytime phone #: _____ Email: _____

17. Bill expenses to: _____ University account #: _____
(name and address, if different from #17) (required if any services in #14 are needed)
If Certificate of Insurance or deposit is required, applicant will be notified by the Coordinator of Events and Outreach.

ESTIMATED TOTAL CHARGES: *\$ _____

***Additional charges may be incurred if a/v-technology equipment, technical personnel, supervisory personnel, extra set-up, extra clean-up, etc. is required. Additional charges will be billed to the group following the event date.**

OFFICE RESPONSE ONLY:

INSURANCE REQUIRED? Yes No Certificate of Insurance on file? Yes No

DEPOSIT REQUIRED? Yes No Amount of deposit required: \$ _____

BROCHURE, REGISTRATION FORM, AND/OR OTHER ADVERTISING USED TO PROMOTE EVENT RECEIVED? Yes No

Approved: Denied: Approved with restrictions: _____

Facility Coordinator: _____ Date: _____

Coordinator of Events and Outreach: _____ Date: _____

Coordinator of Events and Outreach, Campus Recreation
Campus Box 2781 (347 S. University St.)
Normal, IL 61790-2781
Phone: 309/438-3700