

INTERNAL FACILITY USAGE APPLICATION

Jones Student Center, Webster Athletic Center, Athletic Fields, Ledbetter Auditorium, Cherry Theater, Hickman 104, Hickman 116, Hickman 122, Hickman 123, General Classrooms, and Extended Campuses

Submit completed application to the appropriate Facility Coordinator listed in Appendix C.

INSTITUTION APPROVAL IS CONTINGENT ON THE APPLICANT'S SUCCESSFUL COMPLETION OF ALL FINANCIAL AND/OR INSURANCE OBLIGATIONS AS MAY BE REQUIRED BY THE INSTITUTION.

Please type or print:

Name of Organization/Individual: _____ Contact Person: _____

Phone: _____ Email Address: _____

Sponsor/Responsible Party to be Present: _____ Phone: _____

Location Requested: _____ Number of people expected: _____

Admission/registration fee? _____ No Yes: Amount: \$ _____

(Accommodation cannot be guaranteed for a larger number than anticipated)

Date(s) Requested Time Requested (from/to): (daily beginning & ending times) Date and Time of Performance/s: (if applicable)

Detailed Description of Activity (indicate name and general topic if a speaker): _____

**** Copies of marketing materials need to be provided to Office of Student Services prior to advertising the event! ****

Please list any special needs below:

- Food Service:** (Columbia Campus only) - If you will be providing refreshments or a meal for the event, please contact Cambridge Inn Caterers at 931-840-0788.
- Room Setup:** Please print and complete the *Facility Services Work Order Request* available on the Columbia State webpage, in myChargerNet, under the Employee tab, and send to director of facility services, via email or campus mail.
- Audio/Visual:** If audio and/or visual resources are needed (microphones, overhead projectors, screens, etc.), send a request to mediaservices@columbiastate.edu.
- Safety and Security:** Determination of security and insurance requirements will be solely at the discretion of the Institution.

OTHER:

APPLICANT CERTIFICATIONS AND AGREEMENT TO TERMS OF USE:

On behalf of the applicant, I acknowledge by signing below that the Institution has made a copy of *Columbia State Policy 03:07:00 Campus Facilities* available for review. Applicant understands that submittal of this application shall constitute agreement by applicant to the following conditions, in addition to the conditions described in the policies:

- 1) The intended use of the Institution property and facilities by applicant does not violate, and actual use will not violate, the provisions of the Tennessee Board of Regents Policy on Use of Campus Property and Facilities or any policies or regulations of the Institution, or any federal, state, or local law or regulation.
- 2) Any use of College property and facilities pursuant to this application that is contrary to such policies, laws, or regulations or that is inconsistent with the activity as described in this application constitutes grounds for the institution to remove the activity from College property.
- 3) Applicant agrees to indemnify the Institution and hold it harmless from liabilities arising out of applicant's use of Institution property and/or facilities, including but not limited to personal injury, property damage, court costs or attorney fees.

I hereby acknowledge that I have read the Applicant Certifications and referenced policies, and agree to abide by these requirements.

Signature of Applicant

Date

Facility Coordinator

Date

Please submit or fax the completed form to the facility location of request with appropriate attention:

Columbia State Community College
Attn: Associate Vice President of
Student Services
1665 Hampshire Pike
Columbia, TN 38401
931/540-2570
FAX 931/560-4115

Williamson County Campus
Attn: Campus Director
104 Claude Yates Drive
Franklin, TN 37064
615/790-4400
FAX 615/790-4405

Lawrence County Campus
Attn: Campus Director
1620 Springer Road
Lawrenceburg, TN 38464
931/766-1600
FAX 931/766-1602

Lewisburg Campus
Attn: Campus Director
980 South Ellington Pkwy.
Lewisburg, TN 37091
931/359-0351
FAX 931/270-1358

Clifton Campus
Attn: Campus Director
P.O. Box 257
Clifton, TN 38425-0257
931/676-6966
FAX 931/676-6941

Reservations for use of facilities are confirmed when the applicant receives notification from Columbia State Community College authorizing the request. If there is any question as to the approval of your application, or if confirmation has not yet been received; please contact the office of student services for Columbia events. If the event is scheduled at another campus, contact the appropriate campus director.