

**REQUEST FOR USE OF UNIVERSITY PREMISES AND FACILITIES \*  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

\*Please read [University Regulations](#) (on second worksheet) complete this form and return to the Division of Campus Recreation, 201 East Peabody Drive, Champaign, IL 61820 MC-556; drop off at CRCE Member Services; or fax to 244-4004.

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

NAME OF EVENT \_\_\_\_\_

**PLEASE CHECK ONE OF 5 BOXES BELOW WHICH DESCRIBES YOUR GROUP**

- Administrative Unit       Registered Student Organization (Must receive event approval from Dean of Students Office, 280 Illini Union, \*\*See below)  
 Academic Unit       Registered Campus-Community Organization       Outside Organization (explain make-up of group and purpose of the event)

**Please indicate the TOTAL number of seats you need. If you want alternate seating, include these seats in your total.**

(example: 200 students, alternate seating = 400 seats, you would enter 400 in the "# of Seats Needed" column.)

Date(s)	Hours		# of Seats Needed	Space Desired	Space Assigned (For Reservation Office Use Only)
	From	To			

TOTAL HOURS REQUESTING	_____
RSO ACCOUNT NUMBER	_____

**ARE YOU REQUESTING USE OF THE RESIDENT AUDIOVISUAL EQUIPMENT IN THE CLASSROOMS(S), IF EQUIPMENT IS PRESENT?**

YES  NO For more information about special events and a list of a/v-equipped classrooms, see the CITES Classroom Technologies website at:

<http://classtech.cites.uiuc.edu/classtech>

- Will there be an admission charge, sale of items, collection of donations or any money generated at this event (excluding dues, assessments or initiation fees)?  Yes  No  
Organizations are required to deposit any such funds into their Organization Fund Account.
- Is this event a fund-raiser for charity?  Yes  No If so, which charity? \_\_\_\_\_
- Will there be any non-UIUC-affiliated speakers and/or performers?  Yes  No Name: \_\_\_\_\_
- Are any non-University individuals attending or invited to this event?  Yes  No
- Will food and/or beverages be served?  Yes  No If Yes, requesting group MUST contact the Safety and Compliance Office, 333-1106.
- Do you need a special set-up: (Alterations of existing facilities, need for equipment or services, such as tables, microphones, etc.)?  Yes  No

If Yes, a. For Foellinger Auditorium & Lincoln Theatre - Contact Building Manager at 244-0480 no later than three weeks in advance.  
 b. For any Other University Space - Contact the Supervisor of Public Functions (Physical Plant Service Bldg.) at 333-1490.

**Note: Sponsoring Group is responsible for all cleanup and any damages incurred as a result of this event.**

Remarks \_\_\_\_\_

Signature of Authorized Organizational Agent(s) \_\_\_\_\_ Date Filed \_\_\_\_\_  
 (Name of Department Dean/Director/Head that approves event)

Contact Person \_\_\_\_\_ UIN (if student) \_\_\_\_\_  
 (Group representative attending event and responsible for conducting event or activity)

**MUST Complete for Contact Person:**

Local Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Campus Address \_\_\_\_\_ Mail Code \_\_\_\_\_ Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_

**THIS REQUEST FOR SPACE IS CONFIRMED ONLY WHEN AN APPROVED COPY IS RETURNED TO THE APPLICANT.**

Reservation ID	<b>Do Not Write Below This Line (For Office Use Only)</b>	
	**EVENT APPROVED BY _____	Date _____
	SPACE APPROVED BY _____	Date _____

XC:  Applicant     Dean of Students     Public Function     EH&S     Campus Police     Risk Mgt     Others: \_\_\_\_\_

## **Please Note: FMS Policy Governing Assignment of Space Prior to Fourth Week of Instruction**

Your request of the Office of Facility Management and Scheduling (FMS) for the use of UIUC space has been accepted in good faith with the intention of honoring it. However, you should know that FMS has only tentatively reserved the space which you requested since FMS retains the right to cancel this tentative reservation if the space is needed for organized class instruction or if other unusual circumstances make cancellation necessary. If a change in your tentative reservation must be made, comparable facilities will be substituted if at all possible, but you should recognize that in the event of a necessary cancellation, comparable facilities might not be available.

Ordinarily, if a change in or cancellation of your tentative reservation becomes necessary, the change will be made no later than two weeks prior to the event. However, during the first three weeks of any semester, changes in tentative reservations may be made by FMS at any time before the event if the change is necessitated by late additions or revisions in class scheduling. University classes have priority over other events.

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### **UNIVERSITY REGULATIONS GOVERNING USE OF UNIVERSITY PREMISES**

#### **1. GENERAL USAGE**

Many University requirements, such as scheduled instruction and officially sponsored meetings, are sometimes not known when a request for University premise is made; therefore, the University reserves the right to change this reservation to other space with the understanding that, if possible, comparable facilities will be provided when the change is necessary or to cancel this reservation if the space is subsequently required for official University use. Users of University premises are subject to and must comply with applicable laws and University policies.

#### **2. SAFETY**

Responsibility - The safety of the persons attending and the facilities being used for public events are the responsibilities of persons-in-charge of events.

- (1) Attendance at any event is limited to the fixed seating of the room or the established capacity in rooms where seats are not used. Standing in the aisles and in back of seats during any program is prohibited except for ushers and others working the event.
- (2) Smoking is prohibited in indoor locations where smokers and non-smokers occupy the same area. Smoking is permitted only in those areas which have been designated "Smoking Permitted" areas. Please refer to the Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students for further information.
- (3) Exits must open readily and be accessible at all times. During the period of use, no required exit door may be fastened so that the door cannot be opened readily from the inside by use of ordinary door knob or by pressure on the crash bar. Exitways serving the room must be adequately lighted at all times during which time the room is occupied.
- (4) All materials used as decorations must be fire resistive or flame-proofed in accordance with the bulletin Flameproofed Textiles-NEPA No. 701 1969. (Copy located in Office of the Division of Environmental Health and Safety)
- (5) Ushers should be prepared to meet and report such emergencies as: Fire, smoke, illness of a patron, electric power, etc. They should be prepared to implement evacuation plans where such plans have been developed and approved for public functions.
- (6) The use of candles as lights or for decorative purposes is prohibited, unless prior approval is granted through the appropriate Reservations Office. If approval is granted, candles used on tables shall be firmly supported in candlesticks and placed well away from combustible materials. It is not permissible to carry lighted candles.

#### **3. SPEAKERS**

University premises may not be used for:

- (a) violating or inciting the violation of local, state or federal law, the policies of the Board of Trustees, or University regulations;  
or
- (b) direct commercial solicitation (except on the prior written approval of the Chancellor or his designee).
- (c) raising funds for benefits for off campus organizations or individuals.

Authorization to use University space does not imply immunity from sanctions of the law or the University for failure to observe these limitations.

#### **4. ALCOHOLIC LIQUOR**

Alcoholic beverages are prohibited unless approval has been given in accordance with the "Policy and Regulations for the Sale and Use of Alcoholic Liquors on the University of Illinois at Urbana-Champaign Campus" as stated in the Campus Administrative Manual, Section VIII-10.

## **PLEASE NOTE**

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