

**Texas Southern University**  
**Office of Event Services**  
**Request for External Use of Facilities**

***Special Provisions***

***External Event :*** Any event not constituting an official activity at Texas Southern University. Please note that any official University activity takes scheduling precedence over any External Event. A requestor for an External Event must submit a facility/ space application to the University no later than **45 days** before the External Event's proposed date. Your request will go under review by the University's Event Committee for approval. Requestor will be notified no later than 30 days before the event whether the application for space has been approved. The University has no duty to approve any application that does not meet the University's criteria.

***Co-Sponsored Events :*** Events held by a person or organization not associated with the university require a representative of the sponsoring administrative, academic unit, or student organization to submit a completed facility waiver form, approved by the appropriate college, division, or administrative authority, along with the external / co-sponsored request form to the Office of Event Services for review and final approval. ***(forms are to be submitted no later than 45 days before the Co-Sponsored Event's proposed date failure to comply could result in denial)*** The University has no duty to approve any application that does not meet the University's criteria.

**The University reserves a right at any time :**

- ***Upon proper notification, to cancel any scheduled event; or***
- ***To require a NONREFUNDABLE AND NON -TRANSFERABLE deposit payment in advance***
- ***final payments must be made 1 week prior to event to avoid cancellation.***

***Requestor***

Name of Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

***Event / Facility / Space Requested***

Events Name: \_\_\_\_\_ Requested Venue: \_\_\_\_\_ Room: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Event Date: \_\_\_\_\_ Multiple Dates: \_\_\_\_\_

Event Time: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

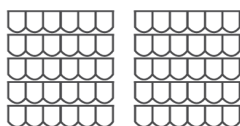
***Equipment Request (Check all that Apply)***

Screen: ☐ LCD Projector: ☐ PA System: ☐ Microphone: ☐ Podium: ☐ Stage: ☐ Stage Size: \_\_\_\_\_

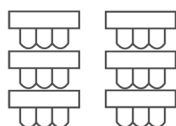
***Event Setup (Indicate Number & Configuration)***

72" Round Table: \_\_\_\_\_ 60" Round Table: \_\_\_\_\_ Cocktail Tables: \_\_\_\_\_ 8' Table: \_\_\_\_\_ 6' Table: \_\_\_\_\_ Chairs: \_\_\_\_\_

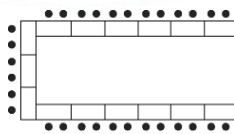
Other: \_\_\_\_\_



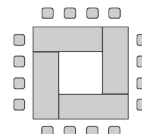
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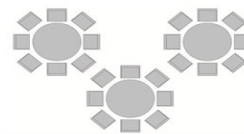
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Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Signature of Faculty / Staff / Advisor (Co-Sponsor) \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_ EXT \_\_\_\_\_