



# OUTSIDE AGENCY REQUEST FOR FACILITY USE

REQUESTER INFORMATION		TODAY'S DATE:
REPRESENTATIVE NAME	PHONE NUMBER	EMAIL ADDRESS
ORGANIZATION NAME	FULL BILLING ADDRESS	

EVENT DETAILS			
DATE OF EVENT		DAY OF THE WEEK	EVENT TITLE
		M T W T H F SA	
START TIME:	END TIME:	NUMBER OF ATTENDEES	FEE CHARGED FOR VENDORS OR ATTENDEES TO PARTICIPATE?
			YES NO
CAMPUS		SPACE DESIRED	ALCOHOL BEING SERVED?
CENTRAL	DOWNTOWN	SOUTH	YES (President Approval Required) NO

EVENT PURPOSE	
*PLEASE ATTACH EVENT FLYER	

EVENT NEEDS				
AV	LAPTOP	MICROPHONE(S)	PROJECTOR	GUEST WIFI
SET- UP	THEATRE	ROUND TABLES	SQUARE	CLASSROOM
LABOR				
MISC				

ORGANIZATION AUTHORIZED SIGNATURE		
<p>The organization using these premises hereby assures Bates Technical College that it will indemnify and hold the College harmless from any and all claims which may result from use of the premises caused by actions of the organization, its members, guests, representatives or employees. The organization is responsible for any and all damages caused to the facility and/or premises as a result of its activities. The organization is responsible for obtaining any and all licenses or permits that may be required to conduct its activities. The College may charge additional fees for costs incurred due to event extending past the agreement time. College facilities must be scheduled at least thirty (30) days in advance. All requests are subject to approval. Due to unforeseen circumstances, the College reserves the right to cancel at any time. Signing below also confirms the Bates TC "Facility Usage Guidelines &amp; Procedures" document has been read and understood by the authorized organization representative, and assume responsibility of payment for services used or damages to facilities.</p>		
PRINT NAME	SIGNATURE	DATE

FACILITIES USE ONLY		
COLLEGE APPROVED	SIGNATURE	DATE
YES NO		

50% DEPOSIT REQUIRED	ESTIMATED COST	FINAL COST BILLED
YES NO	\$	\$

**NOTE: The cost of services is estimated. Final costs accrued will be determined at the conclusion of the event.**

FACILITIES COMMENTS: