

CONTACT INFORMATION

Campus Space Coordinator
 Phone: 843-661-1133 • FAX: 843-661-1484
 Email: spacescoord@fmarion.edu
 Web: www.fmarion.edu/about/space

FRANCIS MARION UNIVERSITY**FACILITIES RESERVATION REQUEST**

Office of Financial Services

PO Box 100547

Florence, SC 29501-0547

OFFICE USE ONLY

Date Received FAS _____
 Building Director _____
 Dining Service Director _____
 Campus Copies Mailed _____

DATE SUBMITTED _____

- FIRST** - Check the University Calendar by calling the Campus Space Coordinator at 843-661-1133.
- FORM** - Submit completed form in Office of Financial Services in Stokes Administration Building, Room 107 or mail to above address at least two weeks in advance for routine events and earlier for large events or those requiring special preparation.
- APPROVAL** - Space use is not approved until notification is received from the Campus Space Coordinator. Event activity is restricted as approved on the Facilities Reservation Request.
- CHARGES** - If facilities charges are assessed, payment in full is due within two (2) weeks of invoice date. A late charge will be applied for delinquent payments.
- CANCELLATIONS** - Give at least 48 hours notice if event is canceled. Call 661-1133 or on weekends 843-661-1109. Failure to notify office of cancellation may result in a charge of \$50 or more.
- EMERGENCIES** - For a medical emergency, to report a fire, or to summon Campus Police, please dial 843-661-1109, or extension 1109 from a campus phone, or use one of the Emergency call boxes on campus.

Please Be Sure Both Copies Are Legible

| | | | |
|-------------------------------------------------------------------------------------|--------------------------------------|------------------------------------------------------------------|--|
| DATE OF EVENT _____ | | LOCATION (BUILDING AND ROOM #) _____ | |
| TIME OF EVENT | From _____ To _____ RESERVED TIME | From _____ To _____ ACTUAL TIME | |
| NAME OF EVENT _____ | | NO. OF PERSONS _____ | |
| PURPOSE OF EVENT - REQUIRED _____ | | NAME OF OFF-CAMPUS SPEAKER(S) - Attach Biographical Sketch _____ | |
| OPEN TO - FMU STUDENTS: () FMU FACULTY/STAFF: () GENERAL PUBLIC: () OTHER: _____ | | | |

SERVICES - If services are requested, the appropriate form must be received prior to approval of the space reservation.

- No () Yes () - Facility Set-up Services or No () Yes () - Audio Visual Services: Complete the necessary Service Request form and return it to the Office of Financial Services or as required per the request instructions on the form. For more information on facility set-up services, call 843-661-1108 and for audio visual services, call 843-661-1250.
- No () Yes () - Dining Services: Contact Catering at 843-661-1262 or visit www.fmmcatering.catertrax.com.
- **Event Security:** For Event Security information, please call Campus Police at 843-661-1109.

Checking neither box assumes no services are needed.

RESPONSIBILITIES - The individual, group or its representatives must assume the following responsibilities:

- Adherence to all FMU policies/procedures including those in the **FMU Utilization of University Facilities and Campus Space** policy which is available at www.fmarion.edu/about/space or from the Office of Financial Services.
- Full responsibility and liability for any physical or personal damage sustained by a member of the group or organization and/or third party and for any damages to University facilities.

Please Type or Print Name of Person Making Request _____

Signature of Faculty or Staff Sponsor, if campus event
(required for Student Organizations) _____

Signature _____ Relationship to Organization _____

Dean/Department Head Signature, if department sponsored _____

Sponsoring Organization _____

Email Address - REQUIRED _____

Street Address (or office if on campus) _____

OFFICE USE ONLY APPROVED () DISAPPROVED ()

Signature of Space Committee Chair _____ Date _____

City, State, Zip _____ Name - REQUIRED _____

Estimated Charge: Facilities Rental _____ Other _____
Exact Cost determined after the event. DATE RULLED _____

White - Office Copy. Yellow - Requester