

BGSU Firelands
Internal Application for Use of Facilities
For use by BGSU Employees Only

<u>Requesting Organization:</u>			
<u>Contact Information</u>			
USER Name:	Title:	Phone No.	
Address:			
<u>Day</u> Su M T W R F S	<u>Date(s) Requested</u>	<u>Space(s) Requested</u> (Bldg. & Room # if known)	
<u>Type of Event:</u>			
<u>Set-Up Time</u>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<u>Use Time</u> from : : to : :	<u>Take-Down Time</u>
			<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<u>Estimated Attendance</u>			
<u>Facilities Set-Up:</u> (attach additional sheet as needed for detailed set-up instructions)			

AV EQUIPMENT REQUESTED

A BGSU AV Services staff member will contact you if needed for more information regarding requests for AV equipment. An A/V Technician can be requested for equipment operation; however, if a technician is not available, the requesting party must schedule a training session in advance of the event. *Failure to complete the necessary training may result in denial of equipment usage.*

(Check all requested)

- _____ *Digital Video Streaming Service Request (Please specify)* _____
- _____ *Television Monitor* _____ *Laptop Computer* _____ *DVD Player* _____ *Screen*
- _____ *Wireless Presenter w/Laser Pointer* _____ *Public Address System* _____ *CD Player* _____ *Portable PA System*
- _____ *Data Projector w/Computer* _____ *Data Projector w/o computer* _____ *Interactive Video Conference***
- _____ *A/V Technical Support Personnel \$ 42.00/hour* _____ *Internet Access (indicate number of accounts required: _____)*

NOTES:

* costs for teleconference are assumed by scheduling party
 ** line and other charges may apply

MISCELLANEOUS EQUIPMENT REQUESTED: _____ Podium/Lectern

ADVERTISEMENT: Will your event be publicly advertised/publicized? Yes No If Yes, a BGSU Marketing & Communications staff member will contact you for more information.

CATERING

Will your event be catered? _____ Yes _____ No Which caterer will you be using? _____ *Blue Ribbon Catering*

What time will the caterer arrive? _____ a.m. _____ p.m. _____ *Firelands Vending*

Will alcohol be served? _____ Yes _____ No _____ *Mesenburg Creative Catering*

(requires prior approval of Dean and coordination with Director, Budget & Operations)
 (other requirements will apply)

_____ *Creative Cuisine*

_____ *Catering By Design*

Approved Not Approved

1. The University reserves the right to change space assignments based on changes in occupancy, unforeseen maintenance issues, needs of the College, etc.
2. Food and catered events are allowed only in limited areas approved in advance by the Office of Budget & Operations and must adhere to BGSU Food Service Policy (see <https://www.bgsu.edu/content/dam/BGSU/general-counsel/documents/University-Food-Service-Policy.pdf>). All required food permits/licenses are the responsibility of the User. Caterers must be selected from the list of approved vendors or specifically approved in advance by the University.
3. Events wishing to serve alcohol must have the prior approval of the BGSU Firelands Dean and be coordinated through the Director of Budget & Operations, and are approved on a very limited basis. Additional requirements will apply.
4. Non-payment of charges and/or assessments may result in future requests for facility use being denied.
5. Law Enforcement coverage may be required, at the User's expense, as determined by the Director, Budget & Operations. Cost is \$35.00/hour/officer. Minimum charge of \$35.00.
6. An additional charge for set-up and clean-up may apply for large groups or special requests. The charge for these additional services is \$42.00/hour/extra employee required. Minimum charge of \$42.00.
7. All decorations must comply with University policies. No candles are permitted.
8. Full payment in advance is required for all events. A deposit of 20% of the total projected rental fees is required at the time of booking to hold the space reservation. Full payment must be received by the Office of Budget & Operations at least 10 days prior to the scheduled event. Forfeiture of the space may occur if payment is not received as stipulated above.

If you have any additional needs or specific issues/questions, please contact the Office of Budget & Operations at 419-433-5560, ext. 20665. This must be returned, signed by the User, no later than 10 working days prior to the requested date of the event, including all required information, documents, and payment. Please return the completed form to the Office of Budget & Operations, BGSU Firelands, One University Drive, Huron, Ohio 44839. To cancel your request without incurring a penalty, please do so in writing at least 10 business days prior to the event date.

RENTAL FEES

Room Rental _____\$	
Equipment Rental _____		
A/V Equipment Rental _____		
Other _____		
Total Amount Due	\$	
20% deposit required at time of reservation	\$ _____	Paid on ____/____/20__

I am requesting that the fees for use of the facility be waived. I understand that the decision to waive fees will be made by the University and in some cases may only include a portion of the total fees. A minimum facility usage fee may apply regardless of waiver request.

In signing this facilities request below, the User agrees to abide by all College and University policies which can be found at <https://www.bgsu.edu/general-counsel/university-policies.html>.

USER Signature: _____
 Title: _____
 Date: _____

 BGSU Signature: Director, Branch Campus Finance & Operations
 Date: _____