

Alcorn State University
1000 ASU Drive #690
Alcorn State, MS 39096
601-877-3367 (office) or 601-877-6219 (fax)

Request for Use of University Facilities
(Please submit at least 5 working days in advance)

Current Date: _____ Date of Event: _____
Time of Event: _____ am/pm to _____ am/pm

Name of organization requesting building usage: _____

Organization Status: () Registered Organization () University Related Individual () Community Group/

Address (City/State): _____

Contact Person/Office: _____ Advisor, if applicable _____
Type of Function/Meeting

- Business Meeting
- Conference
- Public Access (specify activity) _____
- Other, Please specify _____

Purpose of Function/Meeting: _____

Media Equipment Need: _____

Anticipated Attendance: _____

Please check the room(s) requesting for usage:

- Chapel (Requires a Rental Fee)
- Student Union (Ball Room-Requires Rental Fee)
- ASU Pavilions (Requires a Rental Fee)
- Natchez Campus Facilities
- Athletic Facilities
- Vicksburg Campus Facilities
- Bristow Dining Facility Gold Room

AREAS Facilities

- Ray Johnson Assembly Center Requires a Rental Fee)
- Ecology Building Conservatory (Requires a Rental Fee)
- Morris/Boykins Auditorium (Requires a Rental Fee)
- Administrative Conference Room (110F) (Extension and Research Complex)
- Upstairs Conference Room (220/230) (Extension and Research Complex)
- Upstairs Conference Room (260D) (Extension and Research Complex)
- Multi-Use 2 Room (260 A) (Extension and Research Complex)
- Multi-Use 3 Room (260 C) (Extension and Research Complex)
- Employee Lounge Room (165) (Extension and Research Complex)
- Nutrition Lounge Room (140) (Extension and Research Complex)

Room Available: _____

Signature of User Person: _____ Signature of Advisor, if applicable _____

Approved by Chief of Police _____ Date: _____

Approved by University Administration _____ Date: _____

By signing above, the users of the University facilities/premises and grounds agree to indemnify and hold harmless release for and against any and all liability whatsoever for any and all damages, losses, or injuries (including but limited to death) to person, property or both, including but not limited to any and all claims, demands, actions, cause of actions, damages, losses, injuries, costs, expenses, and attorney's fees, that may be sustained while users is in or upon University premises or any part thereof, or occasioned by any occupancy or use of University premises or any activity carried on by the user group in connection therewith, including injuries sustained as a result of negligence. In addition, user groups may be required to secure liability insurance for itself and all of its participants.