



Use of Campus Facilities Request Form

THIS REQUEST IS NOT APPROVED until the applicant has received an electronic confirmation from the Coordinator of Facilities Scheduling.

Facility/Room Requested _____ Est. Attendance _____
 (Use separate form for each facility requested)

Name/Type of Event _____

Event Open to: Member Only All Campus Public Will Admission be charged? Yes No

Requesting Organization/Department _____

Address/Campus P.O. Box _____

City _____ State _____ Zip _____

Applicant's Name _____ Telephone _____ E-Mail _____

Applicant's Signature _____ Date _____

My signature affixed above indicates agreement to comply with the policies regarding use of the Lander University facilities as specified on the reverse side of this form and any attachments.

Event Date(s) MM/DD/YY	Time Reserved		Actual Event Time	
	Setup From	Cleanup To	Start From	Ending To
	<input type="checkbox"/> <input type="checkbox"/> AM PM	<input type="checkbox"/> <input type="checkbox"/> AM PM	<input type="checkbox"/> <input type="checkbox"/> AM PM	<input type="checkbox"/> <input type="checkbox"/> AM PM
	<input type="checkbox"/> <input type="checkbox"/> AM PM	<input type="checkbox"/> <input type="checkbox"/> AM PM	<input type="checkbox"/> <input type="checkbox"/> AM PM	<input type="checkbox"/> <input type="checkbox"/> AM PM
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	<input type="checkbox"/> <input type="checkbox"/> AM PM	<input type="checkbox"/> <input type="checkbox"/> AM PM	<input type="checkbox"/> <input type="checkbox"/> AM PM	<input type="checkbox"/> <input type="checkbox"/> AM PM

SETUP REQUIREMENTS

At least two weeks before an event is to be scheduled, it is the responsibility of the person who submits the application to contact the appropriate office(s) to insure arrangement of specific needs.

Number of Tables Required _____ Chairs _____

Sound Equipment Yes No

Visual Equipment Yes No

Please write in any special requirements:

Will food or drink be served? _____ Lander Food Services has first option for catering - (864) 388-8372

OFFICE USE ONLY

- Custodial Services
- Engineering Services
- University Police
- Confirmation Sent

FEES _____ RES. # _____

Signature - Area Coordinator _____ Date _____
 Rev. 09/08

Signature - Coordinator of Facilities Scheduling _____ Date _____

LANDER UNIVERSITY CAMPUS POLICIES AND PROCEDURES

CANCELLATION PROCEDURES

EXTERNAL GROUPS: Cancellation of a confirmed event must be received by the Coordinator of Facility Scheduling, in writing, at least one week in advance to avoid charges.

INTERNAL GROUPS: To cancel a confirmed event, return your copy of the request form with "cancel" written across the event dates and initialed, to the Coordinator of Facility Scheduling, in writing, at least 48 hours in advance to avoid charges.

RESPONSIBILITIES OF GROUPS: Groups will be held responsible for any loss or damage incurred during their occupancy and assessments will be made accordingly. Groups using University facilities for periods longer than one day may be required to prove their insurability against liability claims.

POLICIES APPLYING TO USE OF UNIVERSITY FACILITIES

1. The person or group responsible for the event understands – and must include in any publicity of the event – the following statement: "Use of Lander's facilities does not necessarily imply University sponsorship."

2. **The person responsible for the event will be held responsible for the behavior and safety of persons in attendance as well as for any loss or damage incurred during occupancy; assessments will be made accordingly. In addition, the person or entity responsible for this event agrees to furnish proof of general liability insurance, countersigned by the underwriter, showing coverage for such event on the Lander University campus. Lander reserves the right to verify said coverage before the event, and reserves the right to be named an additional insured under said policy when necessary.**

3. Groups of 20 or more under the age of 18, must provide one adult (over the age of 21) for every 20 participants.

4. The person responsible for the event releases the State of South Carolina and Lander University from any liability as a result of this event, and agrees to indemnify and hold Lander harmless from any and all claims for damages, injury or harm resulting from this event.

5. The laws of the State of South Carolina, City, and County of Greenwood and the rules and regulations of Lander University must be strictly enforced at all times. The undersigned entity or person agrees to reimburse Lander or the State of South Carolina for costs or fees (including reasonable attorney's fees) incurred to enforce this agreement.

6. Smoking is not permitted in any building.

7. Food and drink are allowed only in designated areas

8. Gambling in any form is prohibited on or within the University buildings and grounds.

9. Hanging pictures, banners, or other items from walls, windows, doors, curtains, or other parts of buildings not specifically designated for that purpose is strictly prohibited.

10. **Parking is permitted** in spaces and lots which are not restricted for visitors and service vehicles.

Parking is not permitted in reserved spaces, along curbs and other unmarked areas (loading docks, etc.). Towing is enforced.

OFFICE OF FACILITIES SCHEDULING

**Samantha Byrd
Coordinator**

Lander University
320 Stanley Avenue
CPO 6062
Greenwood, SC 29649-2099

Office 864-388-8335
Fax 864-388-8197
E-mail sbyrd@lander.edu

Scheduling Website: www.lander.edu/facilities_scheduling/

AREA COORDINATORS

COORDINATORS	AREA	CPO BOX #	EXT. #	OFFICE
Jeff May	Arena	6016	8314	AC 108
Kent Atkins	Athletic Fields	6016	8818	ACB 12
Sue Bishop	Barratt Hall	6027	8337	BA 124
Eddie Shaw	Cultural Center, Amphitheater, JL164, Dawson Rm.	6033	8406	CC 385
Chandler Darling	Centennial Hall - Multipurpose Room	6019	8241	GC 322
Debbie Spearman	Outdoor areas, Sproles Rec. Center, Grier Center	6053	8730	GC 214
Karen Boyce	Laura Lander Hall	6029	8137	LL 312
Glen OConnor	Laura Lander 203, Jackson Library 300	6024	8342	LL 209
Catherine Jay	Learning Center	6008	8948	LC 125
Jamie Anderson	Science Building	6030	8386	SC 246
Carolyn Bishop	PEES	6131	8290	PS 208

IMPORTANT: THIS EVENT IS NOT CONFIRMED UNTIL APPLICANT RECEIVES AN ELECTRONIC CONFIRMATION FROM THE FACILITIES SCHEDULING COORDINATOR.

Signature of Responsible Party