

**AUGUSTA STATE UNIVERSITY  
FACILITIES REQUEST FORM**

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Please complete and return via Fax, mail or email to:

Physical Plant Administrative Office  
2500 Walton Way  
Augusta, GA 30904-2200  
Telephone: (706) 737-1590  
Fax: (706) 731-7970

Date of Application: \_\_\_\_\_

This form is used for all campus facilities except Washington Hall 2<sup>nd</sup> floor and Lobby. Please contact Student Activities at 737-1609 to book 2<sup>nd</sup> floor or lobby of Washington Hall.

Name of Individual Requesting Facility: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Name and address of person responsible for charges: \_\_\_\_\_

Phone Number Where Requester Can be Reached: \_\_\_\_\_

\*Signature of Faculty Advisor: \_\_\_\_\_  
(For Student sponsored events)

Event Description: \_\_\_\_\_

Facility Requested	Date(s)	Setup/Rehearsal Time(s)	Program Time(s)

Expected Attendance: \_\_\_\_\_ Will Food Be Served? ( )Yes ( )No Media Services Required? ( )Yes ( )No

Entry Fee For Event? ( )Yes ( )No If Yes, Cost of Ticket: Per Adult \$\_\_\_\_\_ Per Child \$\_\_\_\_\_ Other \$\_\_\_\_\_

Tickets can be purchased at (prior to event): \_\_\_\_\_

**-NOTE-**

- Reservations are only tentative until this completed form has been received and confirmed by the Physical Plant Office. An approved copy of this form will be mailed to you for confirmation.
- **I have reviewed and agree to abide by the Augusta State University [Facilities Usage Policy](#) on the back of this form.**

Signature of Requester: \_\_\_\_\_

\*\*\*\*\* For

Physical Plant Department Use Only

Approved: \_\_\_\_\_ Special Approval (if necessary): \_\_\_\_\_ Date Processed: \_\_\_\_\_

Event Code: \_\_\_\_\_ License Agreement (mailed): \_\_\_\_\_ Rec'd: \_\_\_\_\_ Insurance Rec'd \_\_\_\_\_