

**AUGUSTA STATE UNIVERSITY  
FACILITIES REQUEST FORM**

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**Please complete and return 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 facilities except department conference rooms and any classes previously reserved by the Registrar's Office.**

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

**(NOTE: Sodexo is the exclusive provider for food and catering services. 706-737-1599)**

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

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

**-NOTES-**

- 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.
- When utilizing Washington Hall Towers or Dome Room, you can come to the Physical Plant Office and sign out the key, or call Public Safety to gain access.
- **Setup needs can be provided if a Work Request Form is submitted to Physical Plant Administrative Office at least 10 working days prior to the event.**
- **I have reviewed and agree to abide by the Augusta State University Facilities Usage Policy on the back of this form.**

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

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For Physical Plant Department Use Only

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

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

**AUGUSTA STATE UNIVERSITY  
FACILITIES USAGE POLICIES**

1. At the discretion of Public Safety, some events may require coverage by Public Safety Officers. At the discretion of the Physical Plant, Custodial Services may also be required. The cost for security and custodial services will be billed to the requester on an hourly basis (three hour minimum charge).
2. A deposit of 25% of all fees will be required to confirm a reservation when the total estimated fees exceed \$200.00. A statement of the facility rental fee and a service fee estimate will be provided to the requestor. Reservation cancellations must be made at least 48 hours in advance in order for the requester to receive a 75% deposit refund. Please call the Facilities Coordinator at (706) 737-1593 to cancel reservations.
3. Special setup needs can be provided if a Work Request Form is submitted to the Physical Plant Administrative Office at least 10 working days prior to the event. A diagram is helpful for larger setups. *Setups are not guaranteed if less than a 10 day notice is given.*
4. The individual requesting use of campus facilities is responsible for contacting Media Services for media equipment or visual aids at (706) 737-1703. For equipment or special set up needs in the Maxwell Performing Arts Theatre, please contact the Theatre Director at (706) 729-2310.
5. In order to comply with policy mandated by the Board of Regents of the University System, a Certificate of Insurance and/or License Agreement may be required in order to confirm a reservation. The requester/participants are subject to all University regulations and are responsible for any damages incurred during the scheduled event. Building temperatures will be maintained according to University regulations. Any questions should be referred to the Physical Plant Administrative Office at (706) 737-1590.
6. The requester is responsible for compliance with all fire and safety regulations, and for providing proper supervision to all participants in the activity scheduled for the event indicated above.
7. Not all facilities are 100% compliant with the Americans with Disabilities Act (ADA). The requester should make appropriate inquiries. If use of the wheelchair lift to access the stage level at the Performing Arts Theater is required, notify the Performing Arts Theater staff at 667-4099.
8. When utilizing Washington Hall Towers or Dome Room, you can come to the Physical Plant Office and sign out the key, or call Public Safety to gain access.

**FOOD & BEVERAGES** – Food and/or beverages are not allowed inside any of the academic classrooms. ASU Campus Dining, operated by Sodexo Campus Services is the exclusive provider for food and catering events. Contact the Campus Dining General Manager at (706) 737-1599. Catering menus and information are available at: [www.augustastatedining.com](http://www.augustastatedining.com).

**SMOKING** – Smoking is prohibited in all campus buildings.

**ALCOHOL** – The serving or consumption of alcoholic beverages is prohibited on the Augusta State University campus, including the Christenberry Fieldhouse on Wrightsboro Road.

**FEE PAYMENT** – Payment of the total bill is due within 14 days following receipt of invoice.

**CAMPUS CLOSING** – Campus facilities are *not* available for use when the campus is closed (i.e., holidays).