



# UNIVERSITY OF NORTHERN COLORADO

## FACILITY REQUEST FORM ON-CAMPUS AND OFF-CAMPUS

### ACADEMIC SCHEDULING OFFICE

CARTER HALL 3002, Registrar's Office, CAMPUS BOX 50  
PHONE (970) 351-2558 ..... FAX (970) 351-1870

Please return completed request form to the Academic Scheduling Office. Upon approval, an event confirmation will be returned to the contact person listed below. The facility requested for your event is not reserved until a confirmation is generated. Please call the Academic Scheduling Coordinator, at 351-2558 with any questions.

Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Facility Requested: \_\_\_\_\_ Days of Week: \_\_\_\_\_

# of Participants: \_\_\_\_\_ Dates: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Time Facility will be Required: From \_\_\_\_\_ To \_\_\_\_\_

Contact Person for Event: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Account # (UNC only): \_\_\_\_\_

#### Facility Requirements

#### Equipment Needs

\*Unlock Building: \_\_\_\_\_

Tables (#): \_\_\_\_\_

\* Unlock Room: \_\_\_\_\_

Chairs (#): \_\_\_\_\_

Floor Covering: \_\_\_\_\_

Risers (#): \_\_\_\_\_

Trash Cans (#): \_\_\_\_\_

Equipment Fee: \$ \_\_\_\_\_

Labor Fee: \$ \_\_\_\_\_

Security/Permit Needs: Yes \_\_\_ No \_\_\_

Please provide any additional information which will help assist with your scheduling request:

NOTE: The University reserves the right to change room assignments when necessary. Additional services may incur additional charges. Replacement of any equipment broken or missing will be charged to the user.

All fees are due and payable no later than 30 days after the event date.

Send payment to: UNC Facility Operations, Box 57, 501 20th Street, Greeley, CO 80639

*\* If your facility is not open at the requested time, contact the UNC Campus Police at 351-2245.*