

**LOCK HAVEN UNIVERSITY**  
**ACTIVITY RESERVATION AND USE OF FACILITY FORM**  
(MARCHAL ROTE, 302 Sullivan - Facilities Coordinator - 484-2002)

Person Making Request \_\_\_\_\_ Student \_\_\_\_\_ Local \_\_\_\_\_ Local \_\_\_\_\_  
Faculty \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Staff \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Group/Organization \_\_\_\_\_ Address \_\_\_\_\_

Nature of Event \_\_\_\_\_ Attendance Expected \_\_\_\_\_ Admission Fee \$ \_\_\_\_\_  
(meeting, movie, concert, fundraiser, etc.) \*If it is a fundraiser, specify what type: \_\_\_\_\_

Date with Year Needed/Day	Building	Room #	Start Time/End Time	Time Event Begins
_____	_____	_____	_____/_____*	_____
_____	_____	_____	_____/_____	_____
_____	_____	_____	_____/_____	_____

Group's Advisor: \_\_\_\_\_ Advisor's Telephone # \_\_\_\_\_

**SPECIAL ARRANGEMENTS:** (It is the responsibility of the requester to confirm any special arrangements or set up with the Depart. directly involved with the request after this request has been approved--7 work days before event.)

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|--|--|---|
| <b>1. Facilities (484-2017)</b><br>_____ Custodial<br>_____ # 8' Tables<br>_____ # Chairs<br>_____ Piano<br>_____ Podium<br>_____ Staging/Risers | <b>2. Public Safety (484-2278)</b><br>_____ Police Officer<br>_____ #Parking Lot/Spaces<br>_____ Building/Room Open<br>Other _____ | <b>3. Equipment:</b><br>_____ TV/DVD<br>_____ Portable PA<br>_____ Screen<br>_____ Easel<br>_____ Grill<br>_____ Tent |
|--|--|---|

**4. Food Service :** Whether you are using Aramark in Bentley (484-2296) or the PUB (484-2689) or an off campus caterer, all food requests must be made directly with them. *For all events, only Pepsi products are to be used under the agreement we have through the State System Office.*

**5. Theater Needs (484-2570).** Do you need a light and sound tech? \_\_\_\_\_  
Please attach a technical rider if applicable.

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I understand this event must be operated in accordance with the laws of the State of Pennsylvania, and policies of the University. In signing, I accept financial responsibility for any damages to equipment and/or property resulting from mis-use or negligence during the reservation period. I also agree for myself and the organization I represent, hold harmless and indemnify Lock Haven University and the Commonwealth of Pennsylvania for any accident, injury and/or illness arising from the use of University facilities and/or services including those arising from the negligence of the University and/or its employees. (Additional information on the back of this form. Please read before signing.)

Signature \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_  
Estimated Fee Amount (if applicable)

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The above request has been approved by: \_\_\_\_\_ on \_\_\_\_\_

**\*Events after 10:00 p.m. must be held in the PUB and Student Rec. Center only.**  
**Events in other buildings must be cleaned up and over by 10:00 p.m.**  
**unless special permission has been granted.**

PLEASE BE COURTEOUS OF OTHERS & EVENTS FOLLOWING YOURS. PICK UP AFTER YOUR EVENT,  
REPLACE TABLES, CHAIRS, EQUIPMENT, ETC. WHERE YOU GOT THEM.

**LOCK HAVEN UNIVERSITY**  
**POLICIES AND PROCEDURES FOR USE OF CAMPUS FACILITIES**  
(Complete copy of policy and fees available from the Facilities Coordinator 302 Sullivan Hall)

1. **GENERAL:** The University reserves the right to assign (and, if necessary, reassign) facilities to ensure the maximum and most appropriate utilization of facilities. Every reasonable effort will be made to honor all requests using the following priorities: Academics, Administration & Athletics, LHU Students, State/County/City and Local School Districts, Emeriti & Alumni, and others. If there are no classes scheduled, the University facilities can be used for facility-specific activities by the University community and others.
2. **USE:** Individuals may not schedule University facilities for private use for profit. LHU facilities are to be utilized by LHU employees, students and guests with specific permission. All individuals must be ready to present identification when requested to do so by University Officials or be subject to arrest for trespassing. Smoking is not permitted anywhere on LHU property. Food and Drinks are prohibited in Sloan Theater, Price Performance Center, Robinson's Hamblin Hall of Flags and Ulmer Planetarium. Candles or other forms of open flame are not permitted on campus. Alcoholic beverages are also not permitted on University property.
3. **LOSS, DAMAGE and/or DISORDER:** Groups will be held financially responsible for any loss or damage to facilities and equipment incurred during their occupancy. Loss, damage and/or vandalism should be reported to Public Safety at 484-2278. In certain cases, a deposit may be required.
4. **PARKING:** Visitor and guest parking is provided off Railroad Street near the Parsons Student Union Building. Parking arrangements should be made with Public Safety at 484-2278.
5. **CHARGES:** Charge information is available at the time of request from the Facilities Coordinator in 302 Sullivan Hall. The exact amount of the charge may not be determined until after the event.
6. **LIABILITY:** Groups and organizations using University facilities must provide proof of coverage naming the University as an additional insured. If the group or organization does not have a liability policy, Informed Consent and Assumption of the Risk forms will be used. No group or organization is permitted to contract with an outside vendor of any kind without proper University permission and insurance coverages established naming LHU as additional insured. Depending on the nature of the event and/or insurance, outside vendors may not be approved.
7. **EVENTS AFTER 10:00 p.m. –** Events after 10:00 p.m. **MUST BE** scheduled only in the Student Rec. Center and Parsons Student Union Building unless special permission is given.

**SIEG CONFERENCE CENTER:** Because of its popularity and the constant demand for this facility, certain guidelines have been established for its use (in addition to those above).

1. Keys must be picked up and returned between 8:00 a.m. and 4:00 p.m. Monday through Friday in the Facilities Coordinator's Office, Sullivan 302.
2. The Conference Center is not a hotel. The shower and toilet facilities cannot tolerate heavy usage. Please plan your use accordingly.
3. Each group must return the facility to the condition it was found. It is not uncommon to have back to back events prohibiting custodial services until after two or more events. So, it is very important to clean up after your event. A charge may be assessed if any over and above the normal cleaning is needed.

**PROCEDURES:**

1. No oral requests will be taken—e-mail requests are encouraged.
2. This form should be completed in its entirety and given to the Facilities Coordinator (302 Sull) at least SEVEN (7) calendar days prior to the event.
3. University facilities may only be used when the request has been confirmed in advance.
4. Cancellations or changes should be submitted as soon as possible.
5. All approved requests will be copied to Facilities & Public Safety. Others will be notified as needed.

***DO NOT PROCEED WITH ADVERTISING OR PRINTING OF OTHER MATERIALS  
FOR YOUR PROGRAM UNTIL YOU RECEIVE CONFIRMATION***