

The University of Texas at Austin School of Nursing
NUR Building/Room Usage Request

Submit this form to the Dean's Office (NUR 2.102F) at the School of Nursing within one week of reserving the room/area and at least two weeks prior to the event.

Date Submitted: _____ Proposed Attendance: _____

Name of UT Student or Administrative Organization: _____

Name of Co-sponsor (if any): _____

Room Requested: _____

Proposed Activity: _____

Date(s) Requested: _____ Time: From (set-up) _____ until (clean-up) _____

In using the room(s) identified above, you accept responsibility for the following:

1. Returning form within one week of making a reservation to confirm the booking. A request made verbally or via email does not hold the space.
2. Ordering and paying for any special equipment (tables, chairs, multi-media, etc.) and/or food. Food may be served, however, a fee will be charged for custodial services as needed. Food, supplies, and equipment must be removed the day of the event. Arrangements must be made with outside caterers to remove food and equipment the day of the event.
3. Ensuring that furniture is returned to the original site and/or configuration when the event is completed. Furniture may not be moved without approval from the Dean's Office. Failure to do so will result in additional fees.
4. Paying for security guard when event is held outside regular building hours.
5. Ensuring that auxiliary furnishings are moved promptly. All materials brought into the building must be removed the day of the event unless previous arrangements have been made in writing with the Dean's Office.
6. Ensuring that alcoholic beverages are not served or consumed.
7. Ensuring that all trash will be removed. You may not use building trash receptacles for its disposal. Remove all trash to the dumpsters outside the northwest corner of the building.
8. Ensure that access doors are secured after the event is complete. Return all keys to the office the first business day following the event.
9. Pay the cost of special clean-up or repairs needed resulting from your organization's misuse. Damage to rooms, furniture, and equipment is the financial responsibility of the User.
10. Smoking is prohibited on the Plaza. Violators will be barred from use of the Plaza for future events.
11. In the event of cancellation, the Dean's Office must be notified in writing no later than 2 weeks prior to the event. Failure to do so results in forfeiture of the deposit, or charge to the account number provided by the University entity in the amount of \$500.

As the representative for the group and event listed on this form, I understand the regulations applying to the use of University facilities. I will assume responsibility for adherence to these regulations and policies. I understand that there may be charges for any or all of the above requested services. I affirm that I am an authorized representative acting on behalf of the above listed registered student organization or administrative unit at The University of Texas at Austin.

I understand that my unit will be held responsible for returning the used are to the approved configuration, and failing to do so will result in a charge of a minimum of \$500. I understand that the penalty will be charged to the account listed below. I also understand that the cancellation fee will be assessed if the room is not used and the room is not released.

Name of Authorized Departmental Representative UTEID Telephone Number

Signature of Authorized Departmental Representative Date Email Address

UT Account Number Authorized Account Signatory Check # _____

Dean's Office Use Only

_____ Your request has been APPROVED. _____ Your request has been DENIED.

Margaret Hill, Assistant Dean for Administration Date

Date In: _____

ARRANGEMENTS

This form must accompany your Building Usage Request Form.

Will you be serving food?* Yes No

If yes, what type of food? _____

Will you need special equipment?** Yes No

If yes, what equipment? _____

Will you need special room arrangement?*** Yes No

*If you answered "yes," the FOOD DISTRIBUTION USING CATERERS (COMMERCIAL COMPANIES) online form (<http://www.utexas.edu/safety/ehs/food/>) must be submitted. The approval will be returned via email to you. NOTE: RESERVATIONS RECEIVED FEWER THAN 7 DAYS PRIOR TO AN EVENT WILL NOT BE ALLOWED FOOD SERVICE THAT REQUIRES A FOOD DISTRIBUTION FORM. Review the rules at the EHS website (<http://www.utexas.edu/safety/ehs/food/index.html>). The printed form must be at the event in case of inspection. Safety Office telephone: 471-3511

**For audio-visual equipment, contact School of Nursing Media Services at 471-7964 or complete online reservation form (http://lano.nur.utexas.edu/web/av_request.php). There may be a charge for these services. For additional tables, chairs, plants, etc., C/S/U must submit work orders appropriate to the equipment needed for the booked event.

***Most rooms are arranged for use as classrooms, with the exception of 4.180. If User rearranges tables and chairs in a different configuration, User must ensure that tables and chairs will be put back in their original configuration or pay an additional fee. C/S/U will be charged the service fee for room arrangement. At times, this may require payment for staff overtime. User will need to arrange for tables and chairs for events scheduled on Plaza.

Dean's Office Contacts:
Liz Myrick 471-7924
Vicki Dennington 471-8036

Indicate number of tables/chairs and configuration needed below.