

Department of Communications - University of North Alabama Room Use Request – Communications Building

for use by all UNA departments/offices, RSOs, and non-UNA organizations

CHOOSE ONE	<input type="checkbox"/> 115 Production Studio	<input type="checkbox"/> 126 Conference Room (seats 16)	
Screening Rooms:	<input type="checkbox"/> 124 Screening Room (seats 42)	<input type="checkbox"/> 131 Screening Room (seats 121)	
Classrooms:	<input type="checkbox"/> 128 (seats 29)	<input type="checkbox"/> 129 (seats 32)	<input type="checkbox"/> 201 (seats 32)
Computer Labs:	<input type="checkbox"/> 116 Publishing (Mac – seats 20)		<input type="checkbox"/> 118 Production (Windows – seats 20)
Event Date:	Start Time:	End Time:	# of participants:
Event Details:			
Check all that apply:	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Internet access	<input type="checkbox"/> Streaming video
	<input type="checkbox"/> DVD	<input type="checkbox"/> Blu-ray (131)	
<p>By submission of this form, we agree to adhere to all UNA regulations for appropriate facility usage. The <u>responsible person agrees to attend the event</u> and adhere to the department regulations outlined below.</p> <p><u>STUDENT ORGANIZATIONS ONLY:</u> By submission of this form, we affirm that the requesting organization is a Registered Student Organization (RSO) in good standing with UNA. <u>FOR RSOs, A FACULTY ADVISOR MUST ACT AS THE RESPONSIBLE PERSON.</u> The faculty advisor must attend the event and take responsibility for adherence to these Department of Communications regulations and all regulations in the UNA RSO Handbook.</p>			
Requesting Group/Organization:			
Contact person: (or RSO Officer)	Name:		Email:
Responsible person: (if RSO, Faculty Advisor)	Name:		Signature:
Email:		Position or Department:	
Phone:		Date:	

- **Room Use Request forms must be submitted to the Department of Communications office a minimum of 72 hours in advance** via email to tlclanton@una.edu (preferred), mailed to Department of Communications, UNA Box 5007, Florence, AL 35632, or delivered in person to the department office, 105 Communications Building. Phone: 256.765.4247
- **Requests for room usage will be considered in the order in which they are received.** Academic events will be given priority over non-academic events.
If the room is not available on the requested date/time, an alternative room or date/time may be suggested by the department. The responsible person will be notified if the room request is accepted or not accepted.
- **The responsible person named above must be present at the event.** In the case of RSOs, this will be the faculty advisor.
- **The responsible person will need to coordinate with the department to have the room unlocked for the event and relocked at the end of the event.**
- **The responsible party using the facility assumes liability for any damages to the facility, equipment or furnishings.**
- **Food and drinks are not allowed in the labs or studio and are discouraged in other venues.** If you wish to have refreshments for any event, this should be noted in the “Event Details” for department approval.
- **Any equipment that is utilized must be returned to prior settings after use.**
- **Department of Communications personnel will typically be required to be present. This is at the discretion of the department, but payable by the requesting party.** When required, the requesting party will pay a rate of \$15 per hour for a minimum of two hours. Before applications are approved, the organization will be notified of any expenses that will be incurred.