

**NICHOLLS STATE UNIVERSITY
OFFICE OF THE PROVOST
AND VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

Addendum to the Academic Facility Reservation Form

This addendum clearly states that _____
hereby agrees to the following policies: (Name of Organization or Department)

1. To not prop-open any door of entry to a building in which we have booked meeting space, after doors have been secured by University Police.

2. To station one member at a designated door to permit latecomers to enter, and to secure the door, until all members have arrived (alternatively, cellular phone communication may be used to inform members inside a building that a member is waiting at the door).

We further understand that the purpose of this agreement is to enhance University Police's ability to protect us from harm. It is understood that if we are found in violation of this agreement that the University may place sanctions, such as losing reservation privileges, or individual discipline as warranted by the situation encountered.

(Signature of Organization Sponsor, Project Director, or Department Head)

(Date)

THIS FORM MUST BE ATTACHED TO THE REQUEST FOR USE OF ACADEMIC FACILITIES. RESERVATIONS WILL NOT BE APPROVED WITHOUT THIS AGREEMENT.