

Nicholls State University  
**Request for Use of Academic Facilities**  
(Food and beverages are NOT allowed in academic classrooms.)

To be submitted to:  
Office of Academic Affairs

Event Number \_\_\_\_\_

Sponsor/Project Director: \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_

Function: \_\_\_\_\_

Building: \_\_\_\_\_

Room No. \*(See Below): \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

This facility is to be opened by \_\_\_\_\_ and secured by \_\_\_\_\_

Is reserved parking required for visitors?     Yes     No  
If yes, has a request form been submitted?     Yes     No

\*Capacity shall not exceed \_\_\_\_\_ people by order of the state fire marshal (Do not overbook.)

University-sponsored groups may self-cater "closed" organization activities. A closed organization function is one in which only members and their guest(s) will be present. Self-catering refers to food and beverages provided by members-but must be kept out of classrooms. All events advertised and/or open to the public must be catered by the University's contracted food service company (985-448-4514).

**NOTE:      If your facility reservation extends beyond 9:00 p.m., you must sign an "Agreement for Academic Facility Reservations" and an Overtime Request.**

\_\_\_\_\_  
Signature  
(Note: Food and beverages are NOT allowed in academic classrooms.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ext./Phone

Photocopy

Maintenance  
University Police

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved:

\_\_\_\_\_  
Vice President for Academic Affairs