

**SCHOOL OF LAW  
(HULSTON HALL)  
USE OF FACILITIES APPLICATION  
(Please Type or Print)**

This form must be completed with all necessary signatures and information and filed in 203 Hulston Hall **NOT LATER THAN 72 HOURS PRIOR TO THE EVENT** (excluding Saturday or Sunday and/or holidays). All items must be completed by the applicant.

<b>1. Date of application</b>	<b>2. Department or Organization Requesting Room</b>	<b>3. Estimated Attendance</b>
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**Be as exact as possible on times; remember to allow time for the set-up for your event, audience arrival, clean-up after your event, etc.**

<b>4. Date Requested:</b> _____	<b>5. Room Requested</b> _____
<b>6. Room Access Time:</b> _____	<b>7. Event Start and End Time:</b> _____
<b>8. Outside Doors Access Time:</b> _____	<b>9. Outside Doors End Time:</b> _____

**If requesting more than one room, complete 4-7 for each room, please attach on a separate sheet of paper.**

**10. Describe Event: (Give specific name and nature of event)**

**11. Description of Proposed Set-Up: (Be specific)**

**12. Campus Services Used?** \_\_\_\_ Yes \_\_\_\_ No      **MoCode/PS Account:** \_\_\_\_\_

**13. Credit Earned?** \_\_\_\_ Yes \_\_\_\_ No      **14. Law Alumni?** \_\_\_\_ Yes \_\_\_\_ No

**15. Make up Class?** \_\_\_\_ Yes \_\_\_\_ No      **16. Students required?** \_\_\_\_ Yes \_\_\_\_ No

**17. Will you be serving food and/or drinks?** \_\_\_\_ Yes \_\_\_\_ No      **Number of brute trash receptacles** \_\_\_\_

**18. Will you be using University Club/Catering?** \_\_\_\_ Yes \_\_\_\_ No      **If no, apply for a temporary food permit.**

**Name of Caterer:** \_\_\_\_\_

**19. Will you be using candles?** \_\_\_\_ Yes \_\_\_\_ No      **20. Will you need IT assistance?** \_\_\_\_ Yes \_\_\_\_ No

**21. Please provide a number where you can be reached during event that we can give to the staff in the event that your attendees have questions**

**Cell Phone:** \_\_\_\_\_

**CANCELLATION NOTICE:**

**If decision is made to cancel the event or to change locations please contact the Law School's space scheduling staff at 882-6487 at least 24 hours prior to the event.**

*This agreement is for use of the physical space only. Applicant must make arrangements for additional furniture, equipment, or services. See rules and regulations for full instructions.*

I agree to be responsible for the opening and closing of the meeting room(s) at the designated hour. After an event is concluded, I further agree to see that all equipment, fixtures and other materials used in connection with the activity are removed so as not to interfere with the meeting of classes the following morning. And return any furniture to the meeting room. **I have read and agree to observe all directions listed in the Rules and Regulations.**

**22. Applicant's Signature- this is the person organizing the details of the event**

**23. Applicant's Name (please print)**

**24. Title or Position Held in Dept. or Organization**

**25. Contact Information:**

**Address:** \_\_\_\_\_

**Local Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

*Administrative use only:*

Requestor notified of approval \_\_\_\_\_  
*date time initial*

Key issued \_\_\_\_\_  
*date time initial*      Key returned \_\_\_\_\_  
*date time initial*