BUILDING AND ROOM RESERVATION FORM  FACULTY/STUDENT USE
Morris College
Sumter South Carolina 29150

DATE OF APPLICATION: _______________________

Name of Requester: __________________________________________________________

Division, Department, Office or Organization Represented: __________________________________________________________

Name of Building or Room: __________________________________________________________

Purpose for Use: __________________________________________________________

Date of Use: _______________________

Hours: _______________________

I ________________________ agree to clean the room(s), to return all materials used to their appropriate places, to prevent smoking and littering, and to maintain security of the building and its contents.

Signed: ______________________

Student Activities Coordinator

Signed: ______________________

Requester

Signed: ______________________

Advisor

Signed: ______________________

Director of Physical Plant & Transportation

Signed: ______________________

Dean of Student Affairs

____ APPROVED ______ DISAPPROVED

Signed: ______________________

Campus Security

Reason for Disapproval: __________________________________________________________

Note: This form **must** be approved (10) days before the date of the event.