

**APPLICATION FOR USE OF FACILITY
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE**

Organization making application _____

Person responsible _____ Telephone # _____

Address _____

Facility/Grounds Desired _____ Room _____

Purpose of Use _____

Date and Time of Program _____

(The building will be available only at the specific date and time listed)

Will admission be charged? Yes No If yes, how much? Students _____ Adults _____

Specific time building is to be unlocked _____ locked _____

Date and Time of Rehearsals ___/___/___ from _____ to _____ ___/___/___ from _____ to _____

Date and Time of Load-in _____

MATERIALS/EQUIPMENT REQUESTED (please specify number):

Table _____ TV/VCR _____ Podium _____ Screen _____

Chair _____ Stage _____ Piano _____ Easel _____

Tent _____ Microphone _____ Electrical Outlet _____

Sound System _____ Speakers _____ OTHER _____

COMMENTS: Additional material/equipment requests and information (must be listed on this form when submitted; cannot be added at a later date)

ESTIMATED COST FOR LABOR, RENT AND/OR MATERIALS (subject to change): _____

Signed _____ Date _____
Applicant

Signed _____ Date _____
Administrator in charge of Facility

Signed _____ Date _____
Vice Chancellor for Student Affairs

Copies to: Physical Plant, Campus Police, Information Booth, Academic Affairs, Switchboard, Chancellor's Office, Applicant, and Facility Administrator

APPLICATION MUST BE RECEIVED IN THE DIVISION OF STUDENT AFFAIRS (WITH ALL NEEDED SIGNATURES) AT LEAST FOUR WORKING DAYS PRIOR TO THE EVENT.

9/08

**Click the building name below that you would like to use.
The application will automatically be submitted via email.**

OFFICE USE ONLY

