

REQUEST FOR USE OF UNIVERSITY FACILITIES

DATE: _____

- 1. Name of organization: _____
- 2. Address: _____
- 3. Phone: _____
- 4. Special equipment/requirements: _____
- 5. Food/BBQ/Alcohol: _____

FOR NON-UNIVERSITY ORGANIZATIONS:

Building Coordinator

Event Number

Signature of vice President of Finance & Operations

Date: _____

4. Will alcohol be served? Yes No

When alcohol is served, it is subject to Lamar University's Policy on Alcohol

5. For catered food, you must contact 409.484.4444

Beverages at Social Events: