

UC Setup Form

Date of Activity: _____ Time: _____ am/pm - _____ am/pm

Event: _____

Location Requested: _____

Organization: _____

Representative: _____ Contact Number: _____

General Conditions

1. Set-up arrangements should be made one (1) week prior to date of activity.
2. All fees must be received one (1) week prior to the activity, unless otherwise stated.
3. Misuse and/or damage of rooms will result in loss of privilege to reserve a campus facility and loss of deposit. If other damage is assessed, cost may incur.
4. Priority University functions and/or other conditions could possibly preempt utilization of a requested facility. However, should this occur, another facility will be assigned.
5. All activities held on the Xavier University campus are subject to local, state and federal laws and University regulations as stated in the Student Handbook.
6. Organizations sponsoring off-campus events assume full responsibility for ensuring the welfare of participants.
7. It is understood by making this reservation that activities are to be operated without discrimination on basis of sex, race, religion, or handicapping conditions.

Equipment Requested:

___ Platform ___ Piano ___ Platform Chairs ___ Microphone

___ Podium ___ A/V Screen ___ Projector ___ Easel

___ Chalkboard ___ Other:
