

Attachment D

UNIVERSITY OF CALIFORNIA, SAN DIEGO
REQUEST FOR USE OF UNIVERSITY FACILITIES

1. _____
Name and Address of Requesting Organization

Telephone Fax E-Mail

2. Proposed activity (give purpose and describe in detail): _____

3. List name, position, and business address of speaker(s) scheduled to appear on program:

4. Date of Activity: _____ # of Conferees: _____

5. Facilities needed: Classrooms _____ Conference Room _____ Auditorium _____
Housing _____

Food Service Needed: Cafeteria _____ Catered Event _____
Other (Specify) _____

6. Equipment needed (specify): _____

7. Will admission fee, collection or solicitation of funds be involved:
Yes _____ No _____ Describe _____

8. Additional information: _____

9. _____
Signature of Chief Officer of Requesting Organization

Title

Date

UCSD REQUIREMENTS

To be approved, this form must be signed by a representative of the Initial Office to which the request was submitted and an Approving Department Chair. Until this form has been approved, no publicity should be released about the event being held on the UCSD facilities by non University-related off-campus organizations for political or religious activities. Facility use fees and cost for services rendered will be charged as appropriate. The Organization will be responsible for damage to University facilities occasioned by Organization's use. Organization further agrees to defend, indemnify and hold harmless the University and it's employees from any Organization's use of University facilities.

APPROVALS

Signature of Representative of Campus Office
Initially Receiving Request

Signature of Approving Department Chairperson

Title Campus Extension Mail Code