



**UNIVERSITY OF THE VIRGIN ISLANDS**  
OFFICE OF STUDENT ACTIVITIES

**FACILITIES RESERVATION FORM**

|   |  |
|---|--|
| Name of Person Making Request:              | Sponsoring Department or Organization: |
| Email Address:                              | Telephone Number:                      |
| Space Requested:                            | Date(s) and Time:                      |
| Type of Activity: Informational meeting etc | Est. Attendance                        |
| Special Arrangements/Requests:              |  |

**FEE FOR USE OF FACILITIES** \_\_\_\_\_ **DAMAGE/CLEANING DEPOSIT** \_\_\_\_\_ **TOTAL** \_\_\_\_\_

*Please note the following University regulations:*

**REFRESHMENTS** are not allowed in any room having carpet on the floor (classrooms, lounges, theater, and library). If there are refreshments breaks connected with your activity, they should be served in the appropriate designated area.

**FURNITURE** may not be moved in any room, balcony or other area. If additional furniture is needed to rearrange for your activity, please indicate above under "Special Arrangements". If you would like to rearrange the furniture in a room, you may do so provided that the furniture is returned to its original arrangement after the activity.

**SIGNS**, poster or materials of any kind may NOT be attached to the walls, windows or outdoor wooden columns. The University's windows are treated with solar film, which would be destroyed by tape applied to it.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Approved) University of the Virgin Islands

DISTRIBUTION:

Person Making Request    Office of Public Information    Security Supervisor

UVI Student Activities: Revised Fall 2008