



## Internal Facility Usage Request Form (Request by Faculty/Staff for any College Event/Activity)

Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Campus: \_\_\_\_\_

Facility: \_\_\_\_\_

Room #: \_\_\_\_\_

Estimated #  
of Participants: \_\_\_\_\_

Services Requested:

\_\_\_\_\_ Equipment Set-up: \_\_\_\_\_

\_\_\_\_\_ Custodial: \_\_\_\_\_

\_\_\_\_\_ Tables & Chairs Set-Up: \_\_\_\_\_

\_\_\_\_\_ Food Services: \_\_\_\_\_

\_\_\_\_\_ Other - Please Specify: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\*Once approved by your supervisor send this form to one of the individuals listed below that corresponds with the campus of the event\*\*\*\***

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**Facility Confirmed Available for the Date & Time Requested by (please initial then forward to Joni Lambert)**

Thomasville: \_\_\_\_\_ Ginger Bell

Atmore/Brewton: \_\_\_\_\_ Sharon Morris/Richard Lynn

Monroeville: \_\_\_\_\_ Cindy Moye

Bay Minette/Fairhope/Gulf Shores: \_\_\_\_\_ Joni Lambert

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*To get your event added to the College's online calendar or to request media coverage, go to [www.CoastalAlabama.edu/pr](http://www.CoastalAlabama.edu/pr) to complete your request.*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Vice President of Financial & Administrative Services