



COMMUNITY FACILITY USE FORM

Date of Event: _____

Time of Event: _____

Name of Organization/Event: _____

Purpose of Event (As it relates to Health Education):

Event Sponsored By: _____

Recurring Meeting Event: Yes No if yes, please list additional dates below:

Description and Number of Expected Attendees:

Will food be served? Yes No

Will alcohol be served? Yes No

Will parking arrangements be required: Yes No

Types of Vehicles (Cars, Trucks, RV, Buses, etc.): _____

1. Anticipated Services Needed:

- a. Security: Yes No
- b. Parking: Yes No
- c. Housekeeping: Yes No
- d. Audio Visual: Yes No
- e. Table/Chair Setup: Yes No

Additional Services Needed: _____

What time do you want the set up? _____

Will the event require ADA accommodations for attendees? _____

Contact Name & Phone Number: _____

Contact Address: _____

City/State: _____ Zip: _____ Email: _____

Requestor Signature: _____ Date: _____

REQUEST APPROVED:

REQUEST DENIED:

Richard A. Lange, M.D. - President and Dean

Richard A. Lange, M.D. - President and Dean

FOR INTERNAL USE ONLY

Building Name & Room Number: _____

Room Capacity: _____

Confirmed By: _____ Date: _____



Anticipated Facility Use Service Fees

HOUSEKEEPING/MAINTENANCE

General Services \$20.00 per hour, per employee, during working hrs.
 General Services \$30.00 per hour, per employee, after working hrs.
 Contact Oscar Garcia or Erika Guerra at 915-215-4511

SECURITY

Texas Tech Police \$50.00 per hour per Officer
 Texas Tech Guard \$30.00 per hour per Guard
 Contact Lt. Quintela at 915-215-7112
 (Police Lt. will determine proper staffing needed for event)

INFORMATION TECHNOLOGY

Texas Tech IT External Events equipment use rates based on room capacity. Contact IT 215-4040
 Audio Visual Technician –\$35 per hour per tech

ROOM LOCATION & CAPACITY

Only seating capacity is allowed -- NO extra chairs are allowed to be setup.

Misenheimer Auditorium A---4800 Alberta Ave.....	120
Misenheimer Auditorium B---4800 Alberta Ave.....	120
Clinical Science Building Room A3500---4801 Alberta Ave.....	110
MEB Room 1100---5001 El Paso Dr.....	120
MEB Room 1200---5001 El Paso Dr.....	110
MEB Room 1120---5001 El Paso Dr.....	60
MEB Room 1140---5001 El Paso Dr.....	60
MEB Room 1150---5001 El Paso Dr.....	60