



Facility Use Application

Date:

The undersigned hereby makes application to Pacific Northwest University of Health Sciences (PNWU) for use of University facilities and certifies that the information contained herein is correct. Application must be submitted to the University scheduler a minimum of fifteen days prior to the requested date. Notification of cancellation must be made a minimum of 48 hours before the scheduled event. Incomplete or inaccurate information will result in delays in processing and/or denial of application. PNWU is not liable for the conduct of guests attending events on the PNWU campus. PNWU does not in any way certify or endorse the purpose for which the facility is used. PNWU retains the right to amend or change any policy or procedure at any time without prior notice.

Name of Organization:	Phone:
Primary Contact:	Email:

Address:

City:	State:	Zip:
-------	--------	------

Event Description:

Requested Date(s) & Attendance

Event Date(s):	Start Time:	End Time:
----------------	-------------	-----------

Number of People Expected (Must not exceed PNWU occupancy limits):

Will food be served? Yes No	Will alcohol be served? (Banquet permit and additional liability must be obtained) Yes No
-----------------------------	---

Requested Room(s)

BHH 107 (Classroom, 96 seats, SmartBoard, computer/projector)	<ul style="list-style-type: none"> Use will be granted at the discretion of the Dean's Office. Fees will be determined on a case-by-case basis and may be waived at the discretion of the Dean's Office. Charges for damaged or missing property will be charged to the organization and/or person named above. Academics will not be disrupted for non-PNWU facility use requests. If required, applicant must acquire appropriate permits for event. PNWU will determine if additional security is required for an event. Additional security will be of PNWU's choosing.
BHH 158 (Classroom, 32 seats, SmartBoard, computer/projector)	
BHH 113 (Classroom, 24 seats, computer/projector)	
BHH 242 (Conference room, 10-12 seat table, SmartBoard, computer/projector)	
BHH Grand Foyer	
CSC 101 (Classroom, 90 seats, SmartBoard, computer/projector)	
CSC 102 (Classroom, 40 seats, SmartBoard, computer/projector)	

Proof of Insurance & Budget Code

Proof of appropriate insurance must be returned with this form **(\$1,000,000 liability coverage and listing PNWU as an additional insured)**

Budget Code (For PNWU personnel only):

Signatures

Applicant's Signature:	Date:
------------------------	-------

Administrative Signature:	Date:
---------------------------	-------

Please Return to Sarah Coffin