

**DELTA STATE UNIVERSITY**  
**FACILITY RENTAL AGREEMENT**

**REQUIREMENTS:**

- Building/Room availability should be cleared through the Student Affairs office before submitting this agreement.
- All Non-University sponsored functions must be cleared through the Student Affairs Office before the Events Coordinator can grant approval for building use.
- Arrangements for Housing, Food Service, and Audio-Visual equipment must be made with the appropriate department(s).
- All arrangements must be made, this form completed, and payment rendered at least five (5) days prior to your event. **If event is not cancelled through the Events Coordinator at least 24 hours prior to the event, there will be a \$50 set up fee charged.**
- Your activity will not be placed on the University Calendar until the event has been approved by all appropriate University officials.
- **By signing this form, renter accepts the terms and conditions as stated on the attached pages.**

1. **NAME OF EVENT:** \_\_\_\_\_

2. **LOCATION: Building** \_\_\_\_\_ **Room(s)** \_\_\_\_\_

3. **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **ESTIMATED ATTENDANCE:** \_\_\_\_\_  
Begin End

4. **EVENT SET UP (Date/ Time)** \_\_\_\_\_

5. **Do you want this on the DSU Calendar of Events?(Circle One) Yes No**

6. **CONTACT INFORMATION:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

7. **ORGANIZATION NAME:** \_\_\_\_\_

8. **INFORMATION ON EVENT, TICKETS, FEES OR OTHER CHARGES:** (prices, where/how to purchase, etc...):  
\_\_\_\_\_

9. **FACILITY CHARGE:** (Payment in advance required, check payable to Delta State University) \_\_\_\_\_

10. **ROOM SET-UP** (please check all needed): HEAD TABLE? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, How Many? \_\_\_\_\_

_____ Auditorium	_____ Reception	_____ Classroom
_____ U-Shape	_____ Banquet	_____ Information Table

11. **OTHER ITEMS** (please specify...tables for refreshments, etc.): \_\_\_\_\_  
\_\_\_\_\_

11. **AUDIO-VISUAL EQUIPMENT?** Contact OIT at (662) 846-4444 to make arrangements.

12. **FOOD SERVICE?** Contact the Catering Manager at (662) 846-4416 to make arrangements.

13. **HOUSING?** Contact the Director of Housing at (662) 846-4151 to make arrangements.

\_\_\_\_\_  
Signature of Person Representing Organization

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

\_\_\_\_\_  
Vice President for Student Affairs

\_\_\_\_\_  
Date

Copies Sent to: Police Department, OIT, Housing, Aramark, Procurement and Auxiliary Services