



Activity Clearance and Facility Request Form For Internal Activities Only

**Main Campus
3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana 71107
(318) 670-9000**

**Downtown Metro Center
Computer Laboratory
610 Texas Street
Shreveport, Louisiana 71101**

**Business Incubator
4646 Hilry Huckaby III Ave
Shreveport, LA 71107**

**MSKICK
1210 Milam Street
Shreveport, LA 71101**

www.susla.edu

Thank you for selecting Southern University at Shreveport (SUSLA) for your activity or event. Our facilities are available for use by the following entities:

SUSLA's student clubs/organizations, departments, or division-sponsored programs presenting activities that are university related.

SUSLA's faculty, staff and students presenting non-university related events.

Non-University establishments, organizations, groups presenting non-university related events.

Non-University organizations, and/or groups who are nonprofit and/or education related.

SUSLA is committed to facilitating University-related activities, programs, services and facility usage. **University-related organizations and/or programs receive priority and are scheduled on a first-come, first-serve basis.** If you are a non-University organization, your ability to use a facility is based on availability and University approval. **If you are inquiring about the use of a facility, please note that requests should be made two (2) weeks prior to date of event.**

1. You have completed the first step in obtaining use of one of our facilities by calling or coming by to inquire about availability.
2. You are continuing the process by requesting or picking up the Activity Clearance and Facility Request Form from one of the following locations:

Travel Office
Administration Building

(318) 670-9317
3. Complete the form and return it to the Office of Student Affairs located in Room A-40 of the Administration Building for initial event approval. You will be notified of approval or disapproval of your request for use of a Facility. **It is important that you provide a telephone number and contact person.**
4. Costs will be assessed according to your request and/or requirements. You will be informed of the fee to rent one of our facilities. The required amount must be paid no later than five (5) working days before your event. The facility will not be officially reserved until the required amount is paid. Payments may be made by cash, certified money order (made payable to Southern University at Shreveport), or by one of the following credit cards: **Mastercard, Visa, or Discover.** **NO PERSONAL CHECKS are accepted.**
5. Fees are forfeited if notice of cancellation is not made within five (5) working days of the scheduled event.
6. A dated receipt indicating payment will be issued after payment is received. Please retain for future reference.
7. University security is required for all activities, events or programs.

Thank you for your cooperation. We look forward to serving you.

Southern University at Shreveport Use Only

Operating Policies:

Agencies/organizations, their representatives or individuals are not permitted to set up displays, sell products or hand out advertising in the facilities without prior facility use approval.

Agencies/organizations, their representatives or individuals will be held financially responsible for any charges and/or damages incurred during the use of a facility.

In accordance with University regulations, intoxicants, drugs, alcohol, firearms and gambling in any form are prohibited on University property.

Minimal set up of any equipment or furnishings is the responsibility of SUSLA. Any additional set up and/or special arrangements must be prior approved. If there are special arrangements, please list at the end of the request form in the special arrangements slot.

Seeing-eye dogs are the only animals permitted in the buildings.

An adult while at the functions in University facilities must accompany all children.

SUSLA is not responsible for lost or damaged articles of individuals and/or organizations. **For Lost and Found, please contact University Police at (318) 670-9349.**

Individuals are expected to conduct themselves in accordance with University policies. Should any person(s) violate these policies, or conduct themselves in a manner inconsistent with the rights of others, or threaten the health, safety or general welfare of others using the facilities, they may be directed to leave the premises by University Police.

For availability of the following facilities:

<u>Facility</u>	<u>Contact</u>	<u>Phone Number</u>
Johnny L. Vance Jr. Multipurpose Room	Travel Office	(318) 670-9317
Jesse Stone Lecture Hall	Travel Office	(318) 670-9317
Business Incubator Computer Laboratory	Business Incubator Coordinator	(318) 670-9317
Jackson Building	Office of the Chancellor	(318) 670-9302
Metro		(318) 670-9317
MSKICK	MSKICK	(318) 670-9780
Class Rooms	Registrar Office	(318) 670-9223

Southern University at Shreveport Use Only

SOUTHERN UNIVERSITY AT SHREVEPORT

ACTIVITY CLEARANCE FORM

(University and Non-University Activities and/or Events)

Date:

Date of Activity _____ M T W T H F S A T S U N Time _____ a.m. _____ a.m.
p.m. to _____ p.m.
(Please circle day of the week)

Alternate Date: _____ none _____ Time: _____ a.m. p.m.

Activity Description: _____

Requested Location (Room #): _____

Alternate Location (Room #) _____

Who will be in attendance?: (check categories below) Estimated attendance: _____

☐ SUSLA Student ☐ SUSLA Student and Guest ☐ Faculty and Staff

☒ General Public ☐ Others – Specify _____

Admission Fee(s): _____ Yes _____ No If yes, what is the cost? \$ _____

Food/Catering Service: _____ Yes _____ No If yes, who? _____

If SUSLA sponsored activity, please specify organization(s): _____

Organization Contact Person: _____ Telephone #: _____

ACTIVITY CLEARANCE FORM INFORMATION

Request MUST BE submitted at least two weeks prior to the proposed date of activity unless otherwise approved. NO PUBLICITY WILL be released until final approval of an activity form.

We, the undersigned faculty/staff, volunteer our services to the above organization as moderators of the event described on this request form. We understand that we are expected to be present throughout the event.

Advisor's Name: _____ Telephone #: _____

Address: _____

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ACTIVITY CLEARANCE FORM - Cont'd

Approval Process

Activity/Facility Approval (Circle One)	Administrative Level	Signature	Date
YES ____ NO ____ (Initial Approval)	Division Chairperson/Dept. Director		
YES ____ NO ____ (Initial Approval)	Vice Chancellor for Academic Affairs (If Applicable)		
YES ____ NO ____ (Initial Approval)	Vice Chancellor for Student Affairs (If Applicable)		
YES ____ NO ____ (Initial Approval)	Vice Chancellor for Comm. Outreach & Workforce Development (If Applicable)		
YES ____ NO ____ (Date Availability)	Business Office - Calendar Control		
YES ____ NO ____ (Location Clearance)	Director, Intramural Sports (If Applicable)		
YES ____ NO ____ (Location Clearance)	Director, Student Activities & Svcs. (If Applicable)		
YES ____ NO ____ (Location Clearance)	Director, Museum of Art (SUMAS) (If Applicable)		
YES ____ NO ____ (Location Clearance)	Physical Plant (If Applicable)		
YES ____ NO ____ (Security Availability)	Campus/University Police		
YES ____ NO ____ (Final Approval)	Vice Chancellor for Fiscal Affairs		

Comments: _____

Note: If copy is needed, each department will be responsible for securing their own before submission to the Business Office; however, a copy will only be provided if requested.

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ACTIVITY CLEARANCE FORM - Cont'd

***SEE RENTAL COST AND SERVICE REQUIREMENTS ON PAGE 7**

*SECURITY: _____ Requested _____ Required _____ UP Officers _____ City Police

*CLEAN UP/SET UP: _____ Housekeeping Required _____ Other

*FEES: _____ Rental _____ Waived

I, _____, have read and understand the following:
[please print]

SUSLA reserves the right to cancel any activity that conflicts with other University activities. SUSLA will not be held responsible for any injury or damage sustained during any non-University related event/activity/program.

Requesting organization/agency/individual is responsible for any damages incurred to University property, equipment/items.

Fees are forfeited if notice of cancellation is not made within seven (7) working days of the scheduled event.

NO ALCOHOLIC BEVERAGES ARE PERMITTED ON UNIVERSITY PREMISES.

My signature below indicates that I have read and understand the aforementioned statements:

Signature: _____

Date: _____

or

Organization: _____

Date: _____

By: _____

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Facility Rental Cost (Insert)

Johnny L. Vance Jr. Multipurpose Room \$250.00/4 hour Seating Capacity: 100	Jesse N. Stone Lecture Hall \$250.00/4 hours Seating Capacity: 150	Jackson Auditorium \$250.00/ 4 hours Seating Capacity: 200	Classrooms (All Areas) \$100.00 for 4 hours Seating Capacity: 50	Business Incubator Computer Lab \$250.00/4 hours Seating Capacity: 50	MSKICK \$250.00/4 hour Seating Capacity: 100
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LOCATION FOR EVENT:_____ **# OF HOURS:**_____ **PAYMENT AMOUNT: \$**_____
(to be submitted to cashier's window)

Service Requirements

Factor	Requirement (See Costs Below)	University Sponsored and/or Related Event and/or Activity	Non-University and/or External Event and/or Activity	Non-Profit and/or Educational Related Entity and/or Organization	SUSLA's faculty, staff, and Students presenting non- University-related events
Security	\$30.00 per hour, (Minimum of 4 hrs)	Applicable when additional security is required for event.	Payment required prior to event. Pay at cashier's window.	Payment required prior to event. Pay at cashier's window.	Payment required prior to event. Pay at cashier's window.
Clean Up & Set Up	\$25.00 per hour, (Minimum of 4 hrs)	Not Applicable	Payment required prior to event.	Payment required prior to event. Pay at cashier's window.	Payment required prior to event. Pay at cashier's window.
Parking, unless otherwise specified, is free at Metro Center. <u>Park only in SUSLA designated slots.</u>	Park appropriately. No parking in handicapped and/or fire zone spaces. Traffic violations will be imposed.	Park appropriately. No parking in handicapped and/or fire zone spaces. Traffic violations will be imposed.	Park appropriately. No parking in handicapped and/or fire zone spaces. Traffic violations will be imposed.	Park appropriately. No parking in handicapped and/or fire zone spaces. Traffic violations will be imposed.	Park appropriately. No parking in handicapped and/or fire zone spaces. Traffic violations will be imposed.

Note: SUSLA Museum (SUMAS) and Aerospace Center are not for rent. For computer use and/or SUSLA technical support for rental space, additional fees may be incurred.

- Please note that rental amounts will be prorated if hours of usage are less than or exceed the above stated.
- Liability coverage: It is expected that sufficient and appropriate coverage and/or representation is provided through the event/activity.
- Special Arrangements: If special arrangements or equipment are required, you must list them at the end of this form.
- *Rental costs can be waived or prorated if the event is of an educational and/or academic nature and/or is in support of the University's strategic goals, objectives, scope and mission.
- Rental charges can be incurred by a recognized student organization, University Division/Department, community organization, and non-profit and/or other educational entities whenever an admission is charged.

Cost Waiver/Prorate Agreement

This Form Is Required When:

The event is of an educational and academic nature, and/or is in support of the University's strategic goals, objectives, scope and mission. The cost for facility usage may be waived and/or prorated for the participants, groups or organization. The Vice Chancellor of Fiscal Affairs and the Vice Chancellor of Student Affairs has signatory authority for these actions and decisions.

Event/Activity: _____

Event/Activity Date(s): _____

Organization/Agency/Individual: _____

Contact Information:

Waiver/Prorate Justification:

Fee Amount Waived: \$ _____ or Fee Amount Prorated \$ _____

____ Approved ____ Disapproved

Vice Chancellor for Student Affairs Date

____ Approved ____ Disapproved

Vice Chancellor for Workforce Development Date

____ Approved ____ Disapproved

Vice Chancellor for Fiscal Affairs Date

If applicable, this signed waiver/prorate agreement should accompany the request form.

Southern University at Shreveport Use Only

Mission Statement

Southern University at Shreveport, a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

Atty Tony Clayton
Chairman
Southern University Board of Supervisors

Orlando McMceans
Interim President
Southern University System

Dr. Aubra J. Gantt
Chancellor
Southern University at Shreveport

“An Equal Opportunity Employer By Choice, Regardless of Race, Color, Sex, Creed, Disability, or Veteran Status”

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