THE UNIVERSITY OF TOLEDO
1872

Conference Services Committee

ROOM REQUEST • TEMPORARY SIGNAGE • FOOD WAIVER

Contact Information

Today's Date

Representative Name | Organization Name

Representative Address | Faculty/Staff Advisor

Representative Phone No | Advisor Phone No

Representative Email | Advisor Email

Event Information

Event Name | Estimated Attendance

Event Description

Start Date | Start Time | End Date | End Time

Room Request **Yes - needed** **No - Does not apply**

Building | Room(s)

Temporary Signage **Yes - needed** **No - Does not apply**

Number of Signs | Sign Width (inches) | Sign Height (inches)

I have read and agree to abide by the temporary sign policy http://www.auxfacilities.utoledo.edu/GroundsPolicy.asp ☐

Food Waiver **Yes - Needed** **No - Does not apply**

Food Description

Is this event catered? Yes No | Food Source Home prepared | Food Value

I have read the food safety summary (http://www.auxfacilities.utoledo.edu/FoodInfo.asp) and agree to abide by it and the State of Ohio's Uniform Safety Code ☐

The facilities at The University of Toledo are the property of the State of Ohio, and their use is subject to all applicable state laws, rules and regulations. The focus of activities at UT is directed toward its students, faculty and staff. The use of UT academic facilities, classrooms, seminar spaces, laboratories and auditoria for scheduled academic instructional and research purposes will take precedence over all other uses of such space. Applicant hereby represents that a full and complete disclosure of all information has been made to the University's consideration of this Application and that all of the above statements and information are true and correct. Applicant understands that all arrangements for program support (electricity, stage, tables, labor) must be made separately from this application and at the expense of the sponsoring organization.

Signatures

Representative | Faculty/Staff Advisor

Off-Site Facilities | Dean of Students

Campus Police | Grounds

Conference Services Committee
2801 W. Bancroft St., Toledo, Mail Stop 519, Ohio 43606
• 419.530.4969 Phone • 419.530.2942 Fax • ww.utoledo.edu/facilities