ENG. II Atrium Space Request Form

Club Name or Department: ______________________
Advisor or Director: ______________________
President or contact person: ______________________ Email: ______________________ Ph: ______________________
Time Atrium needed: From: ______________________ to: ______________________
Section of Atrium requested: ______________________
Banner Display Location: ______________________ (Example: in front of the auditorium, or near the stairs, student study area, approx. space)

Date & Time

Time Atrium needed: From: ______________________ to: ______________________
Section of Atrium requested: ______________________ [Example: in front of the auditorium, or near the stairs, student study area, approx. space]
Banner Display Location: ______________________ (Not permitted on staircase area, walls, doors or windows)

Type of event: ______________________ Purpose of Event: ______________________
Date of event: ______________________ Who is attending: ______________________
Will there be food: Yes _____ No _____ Beverages: Yes _____ No _____ Alcohol: Yes _____ No _____

Statement: We agree to the following conditions

1. Banners/signs to be displayed must be approved by UCF standards and University Marketing Office, using correct logo Pegasus not Seal of UCF, and placed properly in designated areas.

2. Materials will be displayed on easels. The club or group using the Atrium will provide easels. There will be NO posting or pinning on walls, doors, windows or staircase area. You will bring your own tables and chairs and must NOT remove tables from students studying in the Atrium.

3. The Atrium will be kept clean at all times (during and after the activity)

4. No profanity or smoking allowed in Atrium or inside the building. (Alcohol will not be permitted if group under the age of 21 is in attendance and only if approved by UCF Catering and UCF Standards)

5. The club, organization, department hosting the event, will pay for any damages incurred during this event.

6. The President, faculty or advisor will be present during the event.

7. Use of a PA system and noise level will not interfere with classes offered in the building.

8. Helium Balloons are not permitted as it triggers the fire alarm when loose. Other balloons without Helium are fine.

Failure to adhere to these conditions will result in denial for this group for any future use of the Atrium, plus any cost of damages incurred.

Requestor Signature: ______________________ Date: ______________________
Advisor Signature: ______________________ Date: ______________________

Approved:
Yes _____ No _____
Associate Dean/Building Manager Signature: ______________________ Date: ______________________

Section below to be completed by Associate Dean College of Engineering & Computer Science

Please complete this form and return to the Building Manager’s office, Bldg. 91, room 232 at least 14 days prior to the event or banner display. Thank you.

Revised: September 12, 2016