



UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF ENGINEERING
& COMPUTER SCIENCE

ENG. II Atrium Space Request Form

Club Name or Department: _____

Advisor or Director: _____

President or contact person: _____ Email: _____ Ph: _____

Time Atrium needed: From: _____ to: _____
Date & Time Date & Time

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: _____

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

Approved:

Yes _____ No _____

Associate Dean/Building Manager Signature: _____ Date _____

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.