FACILITY USE REQUEST

Name: __________________________ Organization: __________________________

Phone: __________________________ Email: __________________________ Fax: __________________________

Date Event Begins: __________________________ Time of Event: __________________________ Number of Guests: __________________________

Frequency of Event: □ Single □ Monthly □ Other: __________________________

Purpose: __________________________

Special Needs: __________________________

NEUMONT FACILITY USE POLICY

Neumont allows the use of our facility to user groups under the following conditions:

- Neumont students and faculty are welcome to attend
- The meeting does not require extensive rearrangement of furniture, etc.
- All food and/or garbage is cleaned up after the event
- Projectors and wireless login are available-in “as is” condition
- The event must not require IT beyond gaining a wireless access login
- The event cannot begin before 4:30pm, and must complete by 8:30pm (some exceptions may apply)
- Occasionally, recurring user groups you may be required to cancel or reschedule a meeting due to Neumont activity conflicts. In this case, plenty of notice will be given.

Please complete and return this request by fax to: 801-302-2811

Signature: __________________________ Date: __________________________