



**BRAND IDENTITY AND UNIVERSITY RELATIONS**

HUME HALL #202 | 400 EAST MAIN STREET  
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**RESOURCE RESERVATION FORM**

The purpose of the Division of Brand Identity and University Relations reservation procedure is to manage the usage of university resources for internal and external groups. Rental fees may apply to external groups if deemed appropriate. Each user and/or group will have to sign upon receipt of and return of the requested item(s).

The Division is not responsible for delivery of, setup or pick up of the item(s) requested for special events or functions. This is the responsibility of the user or group. There is no usage fee for internal groups (faculty, staff, students, etc.); however, a fee will be assessed for any damage to and/or loss of the reserved item, ranging from \$1 up to \$18,000. The requested item(s) must be returned within 48 hours of the event date.

The Division reserves the right to deny use or continued use of resources to any person or organization not complying with the applicable procedure(s).

Date: \_\_\_\_\_

Name(Person Responsible): \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Item(s) Requested: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Pick-up Date: \_\_\_\_\_

Signature (Person Responsible): \_\_\_\_\_

Division Signature: \_\_\_\_\_

Return Date: \_\_\_\_\_

Signature (Person Responsible): \_\_\_\_\_

Division Signature: \_\_\_\_\_

Usage Fee:  Yes  No If yes, \$ \_\_\_\_\_ Damage Fee: \$ \_\_\_\_\_

**FOR USE BY THE DIVISION OF BRAND IDENTITY AND UNIVERSITY RELATIONS ONLY:**