

University Facility Reservation Form

This **university facility reservation form** sample provides a streamlined process for booking campus spaces while ensuring compliance with institutional policies. It clearly outlines the terms and conditions for facility use to protect both the users and the university. Users must agree to these policy terms before submitting their reservation request.

Reservation Details

Name of Applicant/Organization*

Contact Email*

Contact Phone

Facility Requested*

Reservation Date*

Start Time*

End Time*

Purpose of Reservation*

Policy Terms & Conditions

- Facilities must be used in accordance with university policies and regulations.
- Any damages incurred during use are the responsibility of the applicant.
- Use of facilities for illegal or unauthorized activities is strictly prohibited.
- Total occupancy must not exceed the posted maximum for each space.
- All events must conclude and premises vacated by the time indicated in the approval.
- Food and beverages may be limited to designated areas only.
- Applicant is responsible for restoring the facility to its original condition after use.
- The university reserves the right to revoke or cancel reservations as necessary.

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I have read, understood, and agree to abide by the above facility use policy terms and conditions.

Submit Reservation Request

