

**INTERNAL FACILITY RESERVATION FORM**

Name of Event: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Campus Venue: \_\_\_\_\_ Anticipated Number of Attendees: \_\_\_\_\_

Event Coordinator Information:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Email Address/Phone: \_\_\_\_\_

Division Cabinet Member: \_\_\_\_\_

*\*Student groups should list the Vice President for Student Affairs as their Division Cabinet Member. The Advisor for student groups should be listed as the Event Coordinator.*

I certify that this rental reservation falls into one of the following categories:

- events that are sponsored or hosted by an official University department and approved by the Cabinet-level division head;
- events that are sponsored or hosted by an official (registered and sanctioned) student organization and approved by the Vice President for Student Affairs;

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***Event Coordinator Signature and Date***

I approve this event and reservation.

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***Cabinet Member Signature and Date***

**Once approved, please submit a copy of this form to the Acting Vice President for Finance, Mrs. Brenda Walker, at [bwalke14@scsu.edu](mailto:bwalke14@scsu.edu).**

**Prohibition of Fronting.** South Carolina State University departments, formally recognized and approved clubs and student organizations, faculty, staff, and students may not reserve any facility on behalf of or for the use of an outside organization or business, so that they may obtain a free or reduced rate. This conduct constitutes “fronting” and is prohibited by the University and this process.

If fronting is found to have occurred, such organization or business shall immediately be required to pay the full commercial rental fee for the use of the facility, and both the department/faculty/student/organization, as the case may be, and the outside business or group may have their rights to reserve and host events at University facilities in the future restricted or denied, in the discretion of the Vice President for Finance and/or the President.

The University shall not be liable for any financial or other damages incurred by an individual or organization whose permission to use the facility is denied, rescinded, or modified (including a rate change) pursuant to this prohibition of “fronting.”

**Events Involving Alcohol.** Event Coordinators for events involving alcohol must contact Racquel Carter ([rcarter@scsu.edu](mailto:rcarter@scsu.edu)) or the Acting Vice President for Finance Brenda Walker ([bwalke14@scsu.edu](mailto:bwalke14@scsu.edu)) to discuss insurance requirements.