



Facilities Usage Request Form

Outside Groups or Individuals

Date of Request: _____

ORGANIZATION/INDIVIDUAL INFORMATION

Name of Organization / Individual: _____

Description of Organization: _____

Is this a non-profit 501(c)(3)? ☐ Yes ☐ No

Phone Number: _____ Website: _____

Address: _____
Street Apt/Unit

City State Zip Code

Contact Name: _____ Contact Title: _____

Phone Number: _____ Email Address: _____

Name of Southwestern Contact Person, if any: _____

EVENT INFORMATION

1. Event Date: _____
Day Date

2. Event Time:

Set-up:	from _____	to _____
Actual time of event:	from _____	to _____
Clean-up:	from _____	to _____

Please note that you must leave all facilities clean and in the condition they were found.

3. Description or purpose of the event:

4. Are you asking Southwestern to co-host or co-sponsor the event? ☐ Yes ☐ No

If yes, please let us know if you will be charging any fee for attendance and what monetary amount you propose Southwestern will receive. Also, please let us know if you propose that Southwestern receive any non-monetary benefits (e.g., free attendance for students, etc.)

5. Description of proposed advertising. All advertising, invitations or any other marketing material related to the event must be approved by Southwestern before dissemination.

6. a. Anticipated number of guests: _____

b. Anticipated number of vehicles requiring parking: _____

7. Are you requesting permission to serve alcoholic beverage? ☐ Yes ☐ No

8. Will any guest be under 21? ☐ Yes ☐ No

9. Will food be provided? ☐ Yes ☐ No

10. Have you completed Southwestern's Alcohol Service Request Form and submitted it to events@swlaw.edu? ☐ Yes ☐ No

Please note that only Southwestern Law School's caterer is approved to provide event catering services. Further information pertaining to catering services will be provided upon approval of the event.

11. Have you read Southwestern's Facilities Use by Outside Groups or Individuals policy? ☐ Yes ☐ No

Please note that you must be familiar with and comply with Southwestern's Facilities Use by Outside Groups or Individuals policy which provides policies, rules, and information related to the use of Southwestern facilities.

12. Which of the following facilities are you requesting to use?
(Please check below only if the location is known – leave blank otherwise)

Wilshire Building:

- | | |
|--|--|
| ☐ Central Hall / Elevator Court | ☐ Tea Room |
| ☐ Julian Dixon Courtroom | ☐ Salle Moderne |
| ☐ Louis XVI Room | ☐ Classroom |
| ☐ La Directoire Room | ☐ Conference Room |
| ☐ Seminar Room | |

Westmoreland Building:

- | | |
|---------------------------------------|--|
| ☐ Classroom | ☐ Courtroom |
| ☐ Seminar Room | ☐ Student Commons |

13. Type of set-up that best describes your event needs (this information will be needed for each room requested; please attach additional sheets if necessary):

- ☐ Classroom setting / theater style seating
- ☐ Cocktail reception
- ☐ Theater style seating in a formal non-classroom setting
- ☐ Buffet dinner reception
- ☐ Multiple classrooms
- ☐ Sit-Down Dinner
- ☐ Conference room
- ☐ Seminar room
- ☐ Other (include details below):

14. Audi-visual needs:

- | | | |
|--|------------------------------|-----------------------------|
| Video or Power Point presentation? | ☐ Yes | ☐ No |
| Will you bring your own laptop with pre-loaded power point presentation? | ☐ Yes | ☐ No |
| Does your presentation have sound? | ☐ Yes | ☐ No |
| Do you need WiFi connection? | ☐ Yes | ☐ No |
| Do you need a Microphone(s) | ☐ Yes | ☐ No |
| Other (please describe needs below) | | |

15. Will there be music included at your event? ☐ Yes ☐ No

Please describe below the type of music that will be used and whether it will be performed live or played from a recording. Please note that Southwestern reserves the right to restrict music at events depending upon the date, time, and location of the event and other school operations.

16. Security Information

The safety and security of guests is important to Southwestern. A dedicated Campus Security officer is required for events with 50 or more confirmed attendees, or events where alcohol is served regardless of the number of confirmed attendees. An additional Campus Security officer is required for each additional 50 confirmed attendees (e.g., 1 officer for 50-99 attendees, 2 officers for 100-149 attendees, etc.) The Director of Campus Safety and Security may prepare an Event Security Plan as needed.

Please answer the following questions:

Will any person of fame, elected or appointed government official(s), including judges, district attorneys, state or city officials, or clergy members be in attendance? ☐ Yes ☐ No

Name of guest described above: _____

Will any guest(s) identified above be accompanied by a security detail? ☐ Yes ☐ No

Please provide contact information for the guest's security service (Name and Phone), if known.

Name: _____

Phone: _____

Is the subject or theme of the event political, controversial, or expected to attract media attention?
☐ Yes ☐ No

If yes or unsure, please explain:

This Facilities Usage Request Form is not a legally binding contract. If Southwestern approves your request to use its facilities, Southwestern will send a Facilities Usage Agreement.

All outside organizations, individuals, and vendors will be required to provide a certificate of insurance naming Southwestern Law School as additional insured. Additional policies, rules, and information related to the use of Southwestern facilities are in Southwestern's Facilities Use by Outside Groups or Individuals policy.

Return this form to: events@swlaw.edu. Please note that official Southwestern alumni organizations must coordinate reservations through the Institutional Advancement Office in addition to completing this Facilities Usage Request Form and returning it to events@swlaw.edu.

Southwestern reserves the right to cancel an event at any time if any part of its facilities is destroyed or damaged by fire or other cause, or if any other casualty or unforeseen occurrence takes place.

Office Use Only:

Date received _____ Date approved _____ Client notified _____