This form can be completed and printed from your browser, but you cannot save the completed form. It must either be printed to PDF (with an Adobe PDF driver), or you must download, fill it in, then save a completed copy.



Department/Organization:

## Tuskegee University College of Veterinary Medicine (CVM)

## REQUEST FORM TO USE F.D. PATTERSON HALL AUDITORIUM, ATRIUM & RELATED AREAS

vetmedauditorium@mytu.tuskegee.edu

**NOTE**: The representative of a department/campus organization and/or others who wish to use the F. D. Patterson Hall Auditorium, Atrium and Related Areas for academic, scientific and professional activities are required to complete and send this form to the above email address, Office of the Dean c/o Mrs. Debra Mitchell, College of Veterinary Medicine at least 7 days prior to the event. Requests are approved based on availability.

Rep	resentative/Contact Person:				
Telephone:		Email	Email:		
Nar	ne of Activity:				
Date(s) Requested:		Time (	Time (s):		
Indi	cate the Type of Media Services N	eeded:			
( )	) Auditorium ( ) Atrium	(	) Other Area	(Specify):	
GU.	IDELINES:				
1.	Smoking (fire of any type) and alcoholic beverages are not allowed anywhere in the Patterson Hall Building; drinks and food are not permitted in the auditorium section.				
2.	Noise levels should be minimized during school days/nights.				
3.	The user (representative) is responsible for leaving the facility in a clean, tidy, and orderly fashion (place trash in designated containers).				
4.	The University Campus Safety and Security Department will be informed of activities scheduled for the auditorium on weekends and after 4:20 p.m. on school days.				
	•		·		
Name of Applicant/Representative				Date	
Sigi	nature of Associate Dean or Coordina	tor of Stud	ent Affairs	Date	