



**Lincoln Memorial University-
DeBusk College of Osteopathic Medicine
Faculty/Staff Facilities Request Form**

This form should be used for all reservations of rooms at the LMU-DeBusk College of Osteopathic Medicine (LMU-DCOM). Forms should be submitted to Heather Bayless, ext 6673, fax 869-7078, Heather.Bayless@lmu.net or Receptionist. You will be notified by e-mail within 24 hours of your request. Please provide 48 hours notice for all facilities requests. Normal building hours are, M-F, 8:00am - 4:30pm.

Reservations are based on a first come first serve basis. The Department of Academic Services reserves the right to make changes to requests as needed.

The following is a list of rooms allowed for reservation. Please choose the room and complete the remaining questions on the form in its entirety. The more information we are able to collect from you, the better we can serve you.

- Room 101** (seats 220; no food or open containers allowed; AV/computer/projectors equipped; videoconference capable)
- Room 102** (seats 220; no food or open containers allowed; AV/computer/projectors equipped; videoconference capable)
- Room 105** (seats 40; food and drinks allowed; AV/computer/monitor equipped; videoconference capable)
- Room 206** (seats 20; food and drinks allowed; monitor equipped; computer equipped if needed; whiteboard)
- Room 330** (seats 8-10; food and drinks allowed; monitor equipped; computer equipped if needed; whiteboard)
- Room 336** (seats 20-24; food and drinks allowed; monitor equipped; computer equipped if needed; videoconference capable)
- Room 401** (seats 108; no food or open containers allowed; AV/computer/projectors equipped; videoconference capable)
- Room 402** (seats 124; no food or open containers allowed; AV/computer/projectors equipped)
- Room 415** (seats 24; food and drinks allowed; AV/computer/monitor equipped)
- Room 428** (seats 12; food and drinks allowed)

If multiple rooms are selected, please indicate the use of the rooms in the description portion below.

Name of Event: _____

Date(s) of Event: _____ **Time(s) for Event:** _____ **to** _____

Anticipated Attendance: _____ **Will Food or Drinks Be Served?** Yes No

Short Description of Event: *(Please attach Agenda if available)*

Additional Multimedia technology needs (technical support is not guaranteed after normal building hours):

- | | |
|--------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Computer with projection or monitor | <input type="checkbox"/> Video-recording |
| <input type="checkbox"/> Podium Microphone | <input type="checkbox"/> <i>Other:</i> _____ |
| <input type="checkbox"/> Lavalier Microphone(s); # _____ | _____ |
| <input type="checkbox"/> Overhead projector/document camera | _____ |

Additional Equipment/Resource Needs:

- | | |
|--------------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Table and Chairs for Panel; # _____ | <input type="checkbox"/> Easel with Pad |
| <input type="checkbox"/> Easel without Pad | <input type="checkbox"/> Power strip |
| <input type="checkbox"/> <i>Other Needs:</i> _____ | |

Contact Name: _____

Department or Organization: _____

Phone Number :(_____) _____ **Mobile Number :**(_____) _____

E-mail Address: _____

DCOM Facilities Request

General Policies and Guidelines

The Department of Academic Services wants to assist you in making your meetings and events a success. We can only serve you to the extent of the information you give us. When requesting space, please be as exact and complete as possible. Your assistance will help us to better serve your needs. Normal building hours are M-F, 8:00am - 4:30pm.

1. All reservations must be made by a university department, an officer of a registered student organization, or an authorized member of a community organization. The reserving department or organization must be the user of the space and present at the event. A 48-hour minimum notice for reservations is appreciated.
2. Specific rooms requested will be assigned when possible, but **Academic Services reserves the right to make changes.**
3. A 24-hour notice on cancellations allows us to better serve all organizations/departments.
4. Meeting rooms will be in a standard set-up unless other arrangements are requested and approved in advance.
5. Meeting rooms will remain locked when not in use. Rooms will be unlocked at least fifteen (15) minutes before the scheduled event unless prior arrangements have been made.
6. For catering needs, Sodexo Marriott (423.869.6206) will be happy to assist in planning for food/refreshments at events
7. Special audio/visual and technical assistance is available through Medical Information Services. For assistance, call 423.869.7116. Technical support may not be available after hours. Please contact MIS to receive a tutorial.
8. The sponsoring organization/department is responsible for leaving the room in the same condition as when the meeting/event started.
9. **Nothing is to be taped, tacked, or otherwise adhered to the walls in any manner.** Easels or T-stands are available upon request for this purpose.
10. Any materials must be removed immediately following the event or meeting.
11. Please contact the **Building Coordinator at 423.869.6673** if you have any questions or concerns.

*****Please initial and sign that you have read and agree to the following: *****

_____ As a precondition to receiving use of the facility, the user agrees to indemnify, defend and hold Lincoln Memorial University harmless from all liabilities, costs, damages, expenses, losses, court costs, and attorneys' fees, arising out of or from acts of negligence errors or omissions occasioned or arising out of the use of Lincoln Memorial University property by the user, its agents, servants or employees

_____ Lincoln Memorial University assumes **no** responsibility for accident, injury, or death of guests or participants, or property damage or loss. LMU has a no alcohol policy, which prohibits the use of alcohol on the campus.

Sign: _____

Date: _____