



DIXIE STATE UNIVERSITY
Facility Scheduling Request Form
(for off-campus requesters)

Today's Date: Renter:
Contact Person: Email:
Billing Address: City, St, Zip
Phone: Fax:

EVENT INFORMATION

Facility(s) Requested: Room(s):
Event Name (no acronyms please):
Event date(s): Expected Attendance: Will registration fees be required for this request?
Catering? Yes No (circle one) Note: You are required to use Dixie State University Campus Dining Services for on-campus events. No outside food or drink will be allowed on campus. Contact: Martin Peterson, 652-7676 (catering@dixie.edu).
Event Activities will include (be specific):
Event Start Time (am/pm) Event End Time (am/pm):
Setup Date/Time: Tear-down Date/Time:
Specific Equipment Needs:

PAYMENT INFORMATION

NOTE: Weekend or Break activities are subject to custodial fees (cost to be determined by head of custodial staff).
Payment must be received prior to event or event may be cancelled.
To pay by check: Mail to: Dixie State University, Cashier's Office, 225 South 700 East, St. George, UT 84770.
To Pay by Credit Card: Instructions for online payment will be sent along with your invoice.
Please include invoice number located on DSU billing.

TERMS AND CONDITIONS

I agree on behalf of the Renter, that the Renter will indemnify and hold Dixie State University harmless for injuries or accidents that may occur while Renter is utilizing scheduled and rented facilities. The use of DSU trademarks and copyrighted materials is prohibited without the expressed permission of DSU. RENTER is financially responsible for any personal injuries or damage to facilities rented, and will provide proof of Liability Insurance in the amount of \$1 million per occurrence/\$3 million aggregate, naming Dixie State University as an "additional insured." The ability to serve alcohol at an event on DSU properties is restricted under University Policy 158. Event sponsors requesting alcohol service must receive written approval from the campus Scheduling Committee.

Rental space is subject to availability, and the availability of authorized personnel. Request may be cancelled within 10 days of scheduled events at no charge; however, after 10 days, a \$100 administrative, non-refundable fee will be imposed. DSU is a smoke free campus.

Renter's Signature: Date:

For Office Use only:

Scheduling office contact information: Vicki Peacock, 435-879-4350 (vicki.peacock@dixie.edu), or Jenny Smith, 435-652-7650 (jenny.smith@dixie.edu).

Scheduler Signature: Reservation ID: Date:

Facility/Room Assigned: