



REQUEST FOR ON-CAMPUS SEMINAR AND FACILITIES USE FOR SCALLON, OLSEN, AND HEALTH CENTER BUILDINGS

Submit application to the Office of the Registrar

Use of Sherman College facilities will only be approved for functions that further the objectives of the college and/or provide the students with well-rounded, co-curricular activities.

Submit completed application and required materials to the office of the registrar via electronic submission to registrar@sherman.edu. Requests will not be considered unless all information is submitted with the request. This completed application and all required information is to be submitted four (4) weeks prior to the event to ensure time for approval and event promotion.

Date of Submission ____/____/____

Requested by _____ Club/Organization _____

Telephone Number of individual organizing the event: _____ E-mail: _____

Address of individual organizing the event: Street _____

City _____ ST _____ ZIP _____

Purpose or Use of Rooms _____

Program/Event Title _____

Event date(s) ____/____/____ to ____/____/____

Attendance Fee _____ Attendees: ☐ Community Members ☐ Faculty ☐ D.C.s ☐ Students

Expected Number of Attendees _____ ☐ Other _____

In the case of a fundraiser, proceeds go to: _____

Hours: Day 1 ____/____/____ PM to ____ PM Room(s) requested: Scallon _____
Day 2 ____/____/____ PM to ____ PM Health Center _____
Day 3 ____/____/____ PM to ____ PM Olsen _____

*Be sure to include set up time in your time request

Furniture ☐ Will be moved and RETURNED to position _____ ☐ Will not be moved _____

Maintenance/IT Set-Up Needs: Walls Opened No Sound System/Microphone No Extra Tables/Chairs No

Statement of Liability:

I understand that I and/or the club/organization I represent will be fully responsible for any damage to Sherman College facilities or equipment. Sherman College is not liable for any injury sustained while moving items including, but not limited to, palpation benches, adjusting tables, classroom tables, chairs, podiums, etc. Charges for damages will be assessed and must be paid within 30 days of receipt of invoice.

Seminar and Continuing Education Facility Usage Fees:

For seminars/events that will not be offering Continuing Education: **\$350**
For seminars/events that will be offering Continuing Education sponsored by Sherman College: **\$250**
For Regent donor seminars/events that will not be offering continuing education: **\$250**
For Regent donor seminars/events that will be offering continuing education sponsored by Sherman College: **\$150**

Payments are due upon receipt of invoice from the CE Department
Checks are payable to *Sherman College* and must be sent/delivered to:

Sherman College – Office of Continuing Education
PO Box 1452
Spartanburg, SC 29304
864-578-8770, Extension 229

Date
Signature of Event Organizer / Designated Contact Person