

Request for Academic Space

Please know that we make every effort to schedule rooms to best meet the needs of those we serve. That being said, the priority for classroom usage must be for USFSP courses. Therefore, any non-academic events must be scheduled through the University Student Center (USC) Events Office. Requests for events and meetings related to academic learning will not be processed until after the first week of the semester. *This includes review sessions, student organization meetings, lecture series, tests/exams, student related non-academic events, etc.* This is to ensure that all academic courses are accommodated first. Requests for academic space must be made at least 48 business hours in advanced of the event. We cannot guarantee space requested on short notice.

To reserve non-academic space (i.e. DAV 130, Harbor Hall Community Room, etc.,) please visit the University Student Center website, <https://www.usfsp.edu/usc/>. If your reservation through USC requires the use of academic space they will contact the Registrar's Office for availability.

Primary Contact for Event/Meeting:

Name: _____ University Department: _____

Phone number: _____ USF Email: _____

Event/Meeting Information: *(All information below is require unless otherwise noted)*

Primary Sponsoring Organization of Event: _____

Event Name: _____ Event Type: _____

If applicable, course information associated with event: CRN: _____ Course Number: _____

Exact Date(s) of event: _____ to _____ Is this a reccurring event for this time frame? Y N

Exact Start/End Time(s) of event: _____ to _____

Does this event require additional time before the event?: Y N _____Days _____ Hours _____ Minutes

Does this event require additional time after the event?: Y N _____Days _____ Hours _____ Minutes

Expected Head Count: _____ Desired location (if known): _____

Resources needed for location *(i.e. smart board, projector, tables, etc.)*: _____

Event/Meeting Description: _____

Academic space is first and foremost for the use of course instruction. By signing this form you understand and agree to the following: 1) Furniture/seats may not be removed or brought in from neighboring classrooms, 2) If you rearrange furniture within a room, you must return it to its original orientation immediately after your event/meeting concludes, 3) Food and drinks are prohibited in some academic space, prior approval is required for other spaces, 4) Each room has trash cans; please ensure the classroom is left clean and that dry erase boards are erased.

Primary Contact Signature: _____ Date: _____

Questions and completed forms can be sent to academicspace@usfsp.edu.