



Event Title: _____

Off-campus groups: Complete form online, print, sign & fax or mail to:
John Springsteen, Albany Law School, 80 New Scotland Avenue, Albany, New York 12208
FAX: 518-472-5885 TELEPHONE: 518-445-3242

Organization/Individual Requesting Space:
 (Check One) Albany Law Related Group Non-Profit Organization **For-Profit Organization** Other
 Sponsoring Campus Office or Organization:
 Contact Name: _____ Fax: _____
 Email: _____ Telephone: _____
 Address: _____ City: _____ State: _____ Zip: _____

Estimated Number of Persons Attending: _____ Will attendees be Charged a fee for this Event? Yes No
If Yes, Fee Amount: \$ _____

Building/Room Requested:
First Choice Building & Room (if known) _____ Second Choice Building & Room (if known) _____

Date(s) Requested: (Include any set-up)	1st Choice M/D/Y	Day(s) of Week	Start and Stop Times
	2nd Choice M/D/Y	Day(s) of Week	Start and Stop Times

Equipment Requested: (check requested equipment, charges may apply)
 Overhead Projector Slide Projector/Screen
 Podium TV/VCR
 Whiteboard Other Equipment/Instructions (quantity, desired location, etc.): _____

Food Service Requested: Yes No NOTE: All food/beverages can be catered through Chartwells Food Service
Contact: Rich Mann at 518-445-2399 to make arrangements.

Will Alcoholic Beverages Be Served at this Event? Yes No
(If yes, Law School guidelines require approval by the Facilities Manager, as well as other restrictions.) Please see reverse side for more information.

Room Setup Requested:

- Meeting Format (chairs placed around a table)
- Lecture Format (podium and chairs for an audience)
- Banquet or Dinner
- Format Specific to Facility (see site-specific form for provisions)
- Other

On behalf of the organization I represent, I assume responsibility for the use of the facility in accordance with the Albany Law School Facility Use Policies and Procedures. Please see the following page for all applicable policies and conditions.

Signature

For Campus Use Only

Approved event date(s): _____ Time(s): _____ Room(s): _____

Campus Approval, By: _____ Title: _____ Date: _____

By: _____ Title: _____ Date: _____

Comment: _____

Actual fee will be determined following event. Estimated Usage Fee: \$ _____

Date



Reservations Procedure

1. A Facilities Use Request form must be obtained from, completed, and returned to the Administrative Services Office at least seven days prior to the event.
2. An authorized representative of the sponsoring organization must sign the front side of the form, indicating that he/she has read and understands the policies and procedures governing the usage of campus facilities and agrees to comply with these procedures.
3. If the dates reserved on the Facilities Use Request form subsequently come into conflict with the needs of the Law School, the Law School reserves the right to change or cancel the arrangements upon 48 hours' notice to the User.
4. Upon approval, one copy of the Facilities Use Request form will be returned to the person responsible for the event. Any modifications will be noted on the form.

Scheduling Priorities

Scheduling priorities are as follows: 1) Albany Law School needs. Other requests will be treated on a first come, first served basis. The Law School reserves the right to change room assignments, or cancel reservations where appropriate, when the Law School priorities so require.

General Conditions of Use

1. If any extra expense to the Law School is involved, e.g. for custodial service, security, labor, and utilities, the organization will assume responsibility for these costs.
2. The meeting(s) will in no way obstruct, hamper, or endanger the normal functioning of the Law School.
3. The activity must be in keeping with the overall educational and public service objectives of Albany Law School.
4. Albany Law School regulations prohibit the selling, peddling, or solicitation for the sale of goods or services or contributions on Law School property by persons not associated with the Law School, unless they are by or under the sponsorship of a law school or registered student organization pursuant to a contract with the law school for the allocation or rental of space for that purpose. Vendors promoting credit cards are not permitted.

Any use of the law school or campus logo must be approved in advance by the Dean. The Law School also reserves the right to review advertising and promotion of any event and to approve all advertising on campus grounds.

Parking

Parking at the Law School is extremely limited and during normal business hours is restricted to faculty, staff and students holding valid law school parking permits. Visitors are accommodated when possible on an individual basis. Use of the law school facility, by an outside organizations, does not include any guarantee of parking availability for persons attending the events.

Use-Specific Provisions

Alcohol, the use or possession of alcoholic beverages is prohibited on all law school premises, except as permitted by the Facilities Manager subject to statutory age restrictions. Furthermore, upon the approval to serve alcoholic beverages at an event, the organization will be subject to further limitations.

1. Carry-in" alcohol beverages will not be allowed.
2. Alcoholic beverages will be dispensed by employees of the Law School or its approved agents who are of legal age and have received proper training. Those persons serving alcohol should be informed that state law prohibits the sale of alcohol to a person who is intoxicated.
3. Alternative, nonalcoholic beverages and food must be available and in evidence at every event at which alcohol is served. Water is not an acceptable alternative.
4. The sale of alcoholic beverages will cease one-half hour before the end of the event
5. For those activities sponsored by student organizations at which alcohol will be served, additional requirements apply.

Smoking is not permitted within the Law School buildings. No smoking is permitted at the main entrance to the school on New Scotland Avenue or at the main entrances to the library arcade. A shelter for smokers is located on the loading dock outside the building along the east hallway.

The possession or use, by anyone, of a firearm, pellet weapon, explosives dangerous knife, other deadly weapon or dangerous instrument on Law School (U.H.A.) premises or in owned or leased vehicles is strictly forbidden.

The facilities will be made available for use only if a Law Representative is present, unless given written permission to the contrary by the Facilities Manager.

Liability

The facility user hereby agrees to hold harmless the Albany Law School, their officers, employees, and agents from any and all liability, loss, damages, costs, or expenses, which are sustained, incurred, or required arising out of the actions of the facility user in the course of their use of the facilities. The institution has the right to request proof of commercial general liability insurance, naming Albany Law School as additional insured for those events or activities as deemed necessary. The user may in no way construe use of facilities as Law School endorsement of an organization, its program, or the viewpoint it represents.

Fees

1. Rental Charges. Organizations not associated with the Law School will be required to pay a facilities user fee. Under certain circumstances, the Dean may waive the room rental charge for not-for-profit events.
2. Incidental Costs the Law School may require reimburse for incidental costs. The costs include extra work done by maintenance and technical staff, utility usage, supplies used, and other similar "indirect costs."

General Requirements

Evidence of adequate insurance coverage is required of outside organizations using law school facilities including a hold harmless clause and inclusion of Albany Law School as an additional named insured on the users insurance policy. This coverage is required for any use, but may be waived for a simple meeting by a non-profit community organization. Required amounts of insurance vary with the type of activity proposed, but normally a minimum combined liability limit of \$1,000,000 is sufficient. Decisions regarding the requirement for insurance coverage may be referred to the Law School's insurance carrier or counsel for advice.

NOTE: If a outside user is using a caterer both have to provide certificate of insurance.

NOTE: If a outside user is selling alcohol they need to follow the same procedures as an outside caterer, plus an appropriate license from the State of New York.

Liability Waiver

My signature on Facilities Use Request Form indicates that I, on behalf of the organization I represent, have accurately described our event and its needs, that I have read and understand the above regulations regarding the use of campus facilities, that I accept responsibility for all Albany Law School equipment used, that I will guarantee payment of all state costs and rental charges, and that I accept the liability clauses above. I also declare that our organization does not discriminate on the basis of race, color, religion, creed, sex, age, disability, sexual orientation, national origin, marital status or any other basis protected by applicable state or federal law.