



Tuskegee University
College of Veterinary Medicine (CVM)

**REQUEST FORM TO USE
F.D. PATTERSON HALL AUDITORIUM,
ATRIUM & RELATED AREAS**

NOTE: The representative of a department/campus organization and/or others who wish to use the F. D. Patterson Hall Auditorium, Atrium and Related Areas for academic, scientific and professional activities are required to complete and return this form to the Office of the Dean in c/o Mrs. Debra Mitchell, College of Veterinary Medicine at least 7 days prior to the event. Requests are approved based on availability.

Department/Organization: _____

Representative/Contact Person: _____

Telephone: _____

Email: _____

Name of Activity: _____

Date(s) Requested: _____

Time (s): _____

Indicate the Type of Media Services Needed: _____

() Auditorium

() Atrium

() Other Area (Specify): _____

GUIDELINES:

1. Smoking (fire of any type) and alcoholic beverages are not allowed anywhere in the Patterson Hall Building; drinks and food are not permitted in the auditorium section.
2. Noise levels should be minimized during school days/nights.
3. The user (representative) is responsible for leaving the facility in a clean, tidy, and orderly fashion (place trash in designated containers).
4. The University Campus Safety and Security Department will be informed of activities scheduled for the auditorium on weekends and after 4:20 p.m. on school days.

Signature of Applicant/Representative _____

Date _____

Signature of Associate Dean or Coordinator of Student Affairs _____

Date _____