

## **RESERVATION FORM**

The purpose of the Division of Brand Identity and University Relations reservation procedure is to manage the usage of university resources for internal and external groups. Rental fees may be assessed for external groups if deemed appropriate. Each user and/or group will have to sign upon receipt and return of the requested item(s).

The Division is not responsible for delivery of, setup or pick up of the item(s) requested for events or functions. This is the responsibility of the user or group. There is no usage fee for internal groups (faculty, staff, students, etc.); however, a fee will be assessed for any damage to and loss of the reserved item, ranging from \$1 up to \$18,000. The requested item(s) must be returned

