



SOUTHWESTERN LAW SCHOOL

3050 Wilshire Boulevard • Los Angeles, CA 90010-1106

FACILITIES USAGE REQUEST Outside Organizations or Individuals

Date of Request: _____

ORGANIZATION / INDIVIDUAL INFORMATION

Name of Organization / Individual: _____

Description of Organization: _____

Is this a non-profit 501 (C) (3)? Yes No

Phone Number: () _____ Fax Number: () _____

Address: _____

Contact Name: _____

Contact Title: _____

Phone Number: () _____ Email address: _____

EVENT INFORMATION

1. Event date: Day _____ Date _____

2. Event time:

Set-up: from _____ to _____

Actual time of event from _____ to _____

Clean-up from _____ to _____

3. Description or purpose of event: _____

4. Description of proposed advertising. All advertising, invitations or any other marketing material related to the event must be approved by Southwestern prior to their dissemination.

5. a. Anticipated number of guests: _____

b. Anticipated number of cars requiring parking: _____

6. Are you requesting permission to serve alcoholic beverages? Yes No

7. Will food be served? Yes No

Please note that only Southwestern Law School's caterer is approved to provide catering services for events. Further information pertaining to catering services will be provided upon approval of the event.

8. Type of set-up that best describes your event needs:

- | | |
|----------------------------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Classroom setting / theater-style seating | <input type="checkbox"/> Cocktail Reception |
| <input type="checkbox"/> Theater-style seating in a formal non-classroom setting | <input type="checkbox"/> Buffet Dinner Reception |
| <input type="checkbox"/> Multiple classrooms | <input type="checkbox"/> Sit-Down Dinner Reception |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Other (note details below) |
| <input type="checkbox"/> Seminar Room | |
-
-

9. Audio-visual needs: PowerPoint Presentation? Yes No Presentation using DVD? Yes No

If your answer is yes to either question above, please answer the following:

- Will you bring your own laptop with pre-loaded power point presentation? Yes No
Does your presentation have sound? Yes No
Do you need internet connection? Yes No

Do you need any of the following equipment:

- Microphone(s) Yes No
Document camera Yes No
Other Yes (If yes, please describe needs below)
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10. Will there be music included at your event? Yes No

Please describe below the type of music that will be used and whether it will be performed live or played from a recording. Please note that Southwestern reserves the right to restrict music at events depending upon the date and location of the event.

11. Which of the following facilities are you requesting to use?
(Please check below only if location is known – otherwise leave blank)

BULLOCKS WILSHIRE BUILDING

- | | | |
|--------------------------------------------------------|----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Central Hall / Elevator Court | <input type="checkbox"/> Tea Room | <input type="checkbox"/> Seminar Room |
| <input type="checkbox"/> Julian Dixon Courtroom | <input type="checkbox"/> Salle Moderne | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> Louis XVI Room | <input type="checkbox"/> La Directoire | <input type="checkbox"/> Conference Room |

WESTMORELAND BUILDING

- | | |
|---------------------------------------|------------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Courtroom |
| <input type="checkbox"/> Seminar Room | <input type="checkbox"/> Student Commons |

This Facilities Usage Request form is not a legally binding contract.

All outside organizations, individuals and vendors will be required to provide a certificate of insurance naming Southwestern Law School as additional insured.

Return this form to:

**Institutional Advancement Office / Events
Southwestern Law School
3050 Wilshire Blvd.
Los Angeles, CA 90010**

**Fax: (213) 736-1205
Email: events@swlaw.edu**

Office Use Only: Date received _____ Date approved _____ Client notified _____
