UC Setup Form

Date of Activity: ____________________ Time: _______ am/pm - _________ am/pm

Event: _________________________________________________________________

Location Requested: ______________________________________________________

Organization: ____________________________________________________________

Representative: _____________________________ Contact Number: _______________

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General Conditions

1. Set-up arrangements should be made one (1) week prior to date of activity.
2. All fees must be received one (1) week prior to the activity, unless otherwise stated.
3. Misuse and/or damage of rooms will result in loss of privilege to reserve a campus facility and loss of deposit. If other damage is assessed, cost may incur.
4. Priority University functions and/or other conditions could possibly preempt utilization of a requested facility. However, should this occur, another facility will be assigned.
5. All activities held on the Xavier University campus are subject to local, state and federal laws and University regulations as stated in the Student Handbook.
6. Organizations sponsoring off-campus events assume full responsibility for ensuring the welfare of participants.
7. It is understood by making this reservation that activities are to be operated without discrimination on basis of sex, race, religion, or handicapping conditions.

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Equipment Requested:

____ Platform   ____ Piano   ____ Platform Chairs   ____ Microphone

____ Podium   ____ A/V Screen   ____ Projector   ____ Easel

____ Chalkboard   ____ Other:

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