

**NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS
FACILITIES USE APPLICATION**

Questions: email facilitiesuse@ncssm.edu



NCSSM

Date of Application (mm/dd/yy): _____

Applicant Information:

Name of Organization: _____

Mailing Address: _____ City/State/Zip: _____

Telephone: _____ Non-Profit Organization: **Yes** **No**

Name of Organization Representative (person making reservation): _____

Contact Number: _____ Email: _____

Name of Representative who will be on-site for event (if different): _____

Contact Number: _____ Email: _____

Event Information:

Event Date(s) (mm/dd/yy): _____ Event Times including Set-up (start/end): _____

Estimated # of Attendees: _____ Open to Public: **Yes** **No**

Facility (ies) Requested: _____

Classrooms: _____ Overnight Accommodations Needed: **Yes** **No**

Equipment/Technology Needs: _____

Food/Beverage Needs: _____

Intent to Sell Event Tickets, Products, Concessions (Please explain): _____

Description of Event (attach agenda if possible and additional pages if necessary):

Is this an NCSSM Sponsored Program? **Yes** **No**

(If you checked yes, the below assertion is not required. Stop here.)

I have read the [Facilities Use Policy](#). I understand that this application is only a request for use of NCSSM facilities. If approved, a Facilities Use Agreement will be provided to me by NCSSM and will require signature(s) by a representative(s) of my organization. Only when a signed agreement is returned to NCSSM will my reservation be confirmed. I understand that there shall be no advertisements or usage of NCSSM facilities until my reservation is confirmed. I assert that the information above best represents the intended use of the requested NCSSM facilities by my organization.

Check to indicate that you have read and agree with the above statement.

NCSSM Use Only:

Reviewed by Facilities Use Coordinator: **Yes** **No**

Reviewed by Facilities Use Contact: **Yes** **No** **N/A**

Presented to Direct Reports: **Yes** **No** **N/A**

Eligible to proceed to Agreement: **Yes** **No**

Reason Request NOT Approved: _____

