

THE
UNIVERSITY
OF RHODE ISLAND
COLLEGE OF BUSINESS

BALLENTINE HALL
ROOM USAGE REQUEST FORM

All requests are pending approval.

Please return this form to Leila Donohue, College of Business Administration by fax or submit by email to leilad@uri.edu. Office: 401-874-2337 Fax: 401-874-4312

**Please remember to close windows, shut off lights and secure doors.*

**Faculty member or staff must be present.*

Room Requesting:

LAN Conference Room (363- 19 max) Thomson Boardroom (347- 50 max)

Higgins Conference Room (330A- 15 max) Seminar Room (242- 12 max)

Name: _____

Phone: _____ Email: _____

Department: _____

Day of Event: _____ Date of Event: _____

Time Requesting: Start _____ - End _____

Purpose of Meeting/Event: _____

Name of Speaker: _____

Speaker Topic: _____

Expected Number of Attendees: _____

Catering:

If **CBA affiliate** (i.e. Faculty, Staff, Student-Club etc.) please see our College Catering form if you wish to order catering.

If Non-CBA affiliates, please let us know if you ordered catering:

Yes, we ordered Catering No, we did not order catering

Catered By: _____

I have read the attached Conference Room Policy-Use Statement and will abide by its rules.

Signature

Date

Dean's Office Use:

Approved by CBA: _____ Date: _____

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**BALLENTINE HALL
ROOM USAGE POLICY**

Groups for short-term use to present scholarly, cultural or special University activities may reserve College of Business Administration, Ballentine Hall rooms. The sponsor for the function must be a University employee or official University student organization. The Room Usage is available for non-commercial activities only. Permission to use the facilities may only be obtained from the Dean's Office, College of Business Administration. Special arrangements must be made for use of the Conference Room on a Saturday, Sunday, Holiday or after regular business hours.

Scheduling

1. The Dean's Office, College of Business Administration will be in charge of coordinating the scheduling of events. The College or College related activities will be given priority when scheduling conflicts arise. The Dean's Office will make all determinations as to appropriateness of the activity being requested for scheduling.
2. All Meetings scheduled on the 3rd floor must end by 4pm.
3. Reservations must be made at least 2 weeks in advance. No activity will be officially scheduled without the completion of the CBA Room Usage Request Form.
4. The Dean's Office must be notified immediately of any change in date, time or of a cancellation. Repeated cancellations will result in the denial of the privilege to use the CBA Rooms.
5. The Dean's Office will make all determinations as to the appropriate use of the CBA Rooms or any part thereof.

Use of Facilities

1. All furniture and appliances are the property of the College of Business Administration and may not be removed from the area.
2. It is not the responsibility of the College of Business Administration to provide additional furniture, equipment or materials.
3. Sponsors of activities are responsible to leave the CBA Rooms in a clean and orderly condition. All food and beverages must be removed at the completion of the event.
4. Any damage to the facility must be reported immediately to the Dean's Office. Sponsors are liable for damage.
5. Any intentional abuse of the facility will result in a denial of the future use of the CBA Rooms.