



Nigh University Center Room Justification/Approval Form

Phone: 974-5933 / Email: abrown@uco.edu

Campus Box 124

The University of Central Oklahoma's Faculty and Staff may request use of rooms in the Nigh University Center with proper approval. Funding is provided through a special account set up by E&G which is managed by the Vice President's Office to which your area reports. Audio/Visual charges may be included on this form. In the event that you do not receive approval, you must submit an Events Management Encumbrance Form to pay the room rental cost from your departmental budget. Please return this form to Events Management, Nigh University Center Room 321, Campus Box 124. For additional information call 974-5933.

Department/Organization _____

Requesting Services: _____

Name of Event: _____

Date/s of Event: _____

Contact Person: _____ Phone: _____

Room(s) Requested	# of Days	Price	Total
Room Total:			

Additional Audio/Visual Requested *Not included in room cost	Qty	Price	Total
Audio/Visual Total:			

Total Amount of Funds Requested:

Justification for approval to use Vice President/President Room Rental Funds:

Request Made By _____ Date _____
(Please Print)

Vice President/President Signature _____ Date _____