

FOR OFFICE USE ONLY

Date Submitted _____ Approve _____
Date Committee Action _____ Deny _____

Supplemental Funding for Facility Rental Application

Name of Organization

Name of Event/Activity

President/Chief Student Officer

Date of Event/Activity

Local Mailing Address

Location of Event/Activity

City/State/Zip

Estimated Attendance

Telephone

Event Location

E-mail address

Amount Requested

Organization email

The Supplemental Funding for Facility Rental Committee will meet to evaluate your request. The following information should be included to help facilitate their discussion:

- Explain in detail the type and purpose of the proposed program
- Other sources of funding
- Estimate of Expenses/Revenue for the program
- Estimated cost for program in Georgia Hall and alternate venue
- How will this event benefit the University as a whole?
- Is the event open to the campus community?

See reverse for guidelines.

Supplemental Funding for Facility Rental Guidelines

1. The allocated funds will only be available to currently registered student organizations, through the Center for Student Organizations in the Department of Campus Life.
2. Funds are available to help supplement programming budgets. Funds are not to be used to fund programs in their entirety.
3. Any group requesting funds must provide a written proposal of the event, which will include a program description, admission charge, budget for said event in Georgia Hall and in alternate venue. The proposal must be submitted at least 2 weeks prior to the event and be open to the campus community.
4. After a written proposal is submitted with supporting documentation if applicable, the Associate Director of Campus Life (Facilities & Services) will then schedule a hearing for the organization to meet with the Supplemental Funding Committee. The committee will be comprised of the Associate Director of Campus Life (Facilities & Services), the Campus Life Business Office (CLBO) and three senators from SGA. This committee will hear all requests and make a recommendation to the Director of Campus Life within 2 days of the hearing. A decision from the Director of Campus Life will follow within 2 days of the recommendation of the committee.
5. Each program will be considered on a case by case basis.
6. The Associate Director of Campus Life (Facilities & Services) will handle all the initial paperwork of the process and the CLBO will then follow up with the student organization regarding bills and payment. Payment will be made to the facility not to individuals or student organizations.
7. If funds are received to supplement a program it will be a one-time allocation. Receipt of funds to supplement a program does not guarantee funding for subsequent semesters.
8. Funds allocated may be used to supplement facility rental, AV/Technical needs and transportation to the venue for patrons not serviced by Athens Transit. Funds will not be allocated to pay for food of any kind.
9. The availability of funds will cover programs during the Spring Semester 2008, specifically January 7, 2008- April 29, 2008.
10. Return application packet to 325 Tate Student Center. If you have any questions, call (706)542-7774.