

FORM D - IUP FACILITY REQUEST

Complete this section for events that will not be held in the Allenwood

I have read IUP's "Guidelines and Procedures for Requesting Facility Use"

Yes No

I have completed all necessary paperwork required by IUP to reserve a room/outdoor space for this event.

Yes No

Will food be served? Yes No

If yes, describe the type of food and/or beverages to be sold or given away at the event:

I understand IUP's policies for food service and have completed the necessary paperwork for approval to sell and/or serve food.

Yes No N/A

Will other items be sold?

Yes No

If yes, describe the items that will be sold or given away at the event:

I have completed all necessary paperwork required by IUP to reserve a room/outdoor space for this event.

Yes No N/A

SIGNATURE PAGE – FOR