

SCHEDULE A - BRESCIA UNIVERSITY SPACE RENTAL APPLICATION

Purpose/Event		
Name of Renter		
Street Address		
City, State, Zip Code		
Primary Contact		
E-mail Address	Cell Phone	
Secondary Contact		
E-mail Address	Cell Phone	
Event Start Date	Event End Date	
Event Start Time	Event End Time	
Amount of time needed prior to event for setup		
Amount of time needed prior to event for cleanup		
Number of Participants/Attendees expected for event		
Event Caterer		

Caterer must be pre-approved by Brescia. If event is not catered, enter "None"

Building	Room/Area	Mark requested space with X	Equipment requested
Moore Center	Moore Program Room		
Moore Center	O'Bryan's Dining Hall		
Moore Center	Atrium		
Moore Center	Gymnasium (athletics)		
Moore Center	Gymnasium with floor covering		
Campus	Quad		
Science	Waitman Taylor Lecture Hall		
Science	Classroom		
Chapel/Merici	Immaculate Heart of Mary Chapel		
Field Center	Classrooms		
Field Center	Duffy Hall		
Field Center	Board Room		
Field Center	Seminar Room		
Field Center	Lobby		

Other requests/notes

Applications must be completed, signed and submitted with a \$200 deposit.
 Brescia reserves the right to reject any application at its sole discretion for any reason.
 If renter is exempt from Kentucky Sales Tax, check this box and include exemption certificate:

Signed (Renter)

Printed Name/Title Date:

BRESCIA USE ONLY	
Received by (Brescia official)	Date:
Approved by (Brescia official)	Date:

Copy to: Director of Housekeeping - Director of IT - Assistant Director of Business & Finance - VP of Business & Finance