



After Hours Event Permit

La Casita After Hours Policy:

Any individual or student organization who wishes to utilize the facilities at La Casita outside of our office hours is required to have an approved "After Hours Event Permit" on hand at your event. If you do not have this permit, it is mandatory that you end your function as instructed by the staff member on duty and/or by the official closing time of La Casita. This includes completing the clean up of your event by closing time.

Guidelines:

- ✓ You must have an After Hours Permit at your event to confirm your approval.
- ✓ You must complete a La Casita Room Reservation and an After Hours Event Permit.
- ✓ Both forms must be completed two days prior to your event.
- ✓ You must have a La Casita Staff member agree to work at your function.
- ✓ The IHLC Director must give prior approval for the reservation and the permit.
- ✓ A La Casita Staff Member must be present during the full duration of your event.
- ✓ You must end your function at the time instructed by the staff member on duty, including completing the clean up of your event.
- ✓ You may not extend the duration of your event without prior approval by the IHLC Director. This will be reflected on event permit only and not verbally.
- ✓ The IHLC Director reserves the right to deny after hours requests for use of the facility and/or IHLC resources including tables, chairs, tent, etc.

After Hours Request:

Request Date: _____

Event Name: _____

Organization Name: _____

Contact Person: _____ UFID # _____

Contact Phone: _____ Email: _____

Date of Event: _____ Time: Start _____ End _____

Room Requested: _____ Estimated Attendance: _____

Event Name & Description: _____

Will there be food? _____ Will there be music? _____

Note: Due to noise ordinances, you may not project music using outdoor speakers past 10:00 p.m. At that hour, you must keep music inside at a minimum level so as not to be heard outside of institute.

REQUIRED SIGNATURES:

____ IHLC Director _____

____ IHLC Staff _____

____ Contact Person _____

By signing this permit, you agree to abide by all policies set forth by La Casita regarding use of facility. As Contact Person for event, it is your responsibility to insure that the members of your organization present at the event also understand and abide by these guidelines. Violation of any of these requirements may result in suspension of meeting privileges at the IHLC, IBC, and Dean of Students Office