

**SOUTHWESTERN**  
**LAW SCHOOL**  
Los Angeles, CA

**Facilities Usage Request Form**  
Outside Groups or Individuals

Date of Request: \_\_\_\_\_

**ORGANIZATION/INDIVIDUAL INFORMATION**

Name of Organization / Individual: \_\_\_\_\_

Description of Organization: \_\_\_\_\_

Is this a non-profit 501(c)(3)?  Yes  No

Phone Number: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt/Unit

\_\_\_\_\_ City State Zip Code

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Southwestern Contact Person, if any: \_\_\_\_\_

**EVENT INFORMATION**

1. Event Date: \_\_\_\_\_  
Day Date

2. Event Time:  
Set-up: from \_\_\_\_\_ to \_\_\_\_\_  
Actual time of event: from \_\_\_\_\_ to \_\_\_\_\_  
Clean-up: from \_\_\_\_\_ to \_\_\_\_\_

Please note that you must leave all facilities clean and in the condition they were found.

3. Description or purpose of the event:

4. Are you asking Southwestern to co-host or co-sponsor the event?  Yes  No

If yes, please let us know if you will be charging any fee for attendance and what monetary amount you propose Southwestern will receive. Also, please let us know if you propose that Southwestern receive any non-monetary benefits (e.g., free attendance for students, etc.)

5. Description of proposed advertising. All advertising, invitations or any other marketing material related to the event must be approved by Southwestern before dissemination.

6. a. Anticipated number of guests: \_\_\_\_\_

b. Anticipated number of vehicles requiring parking: \_\_\_\_\_

7. Are you requesting permission to serve alcoholic beverage?  Yes  No

8. Will any guest be under 21?  Yes  No

9. Will food be provided?  Yes  No

10. Have you completed Southwestern's Alcohol Service Request Form and submitted it to [events@swlaw.edu](mailto:events@swlaw.edu)?  Yes  No

Please note that only Southwestern Law School's caterer is approved to provide event catering services. Further information pertaining to catering services will be provided upon approval of the event.

11. Have you read Southwestern's Facilities Use by Outside Groups or Individuals policy?  Yes  No

Please note that you must be familiar with and comply with Southwestern's Facilities Use by Outside Groups or Individuals policy which provides policies, rules, and information related to the use of Southwestern facilities.

12. Which of the following facilities are you requesting to use?  
(Please check below only if the location is known – leave blank otherwise)

**Wilshire Building:**

- |  |  |
|--|--|
| <input type="checkbox"/> Central Hall / Elevator Court | <input type="checkbox"/> Tea Room        |
| <input type="checkbox"/> Julian Dixon Courtroom        | <input type="checkbox"/> Salle Moderne   |
| <input type="checkbox"/> Louis XVI Room                | <input type="checkbox"/> Classroom       |
| <input type="checkbox"/> La Directoire Room            | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Seminar Room                  |  |

**Westmoreland Building:**

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Classroom    | <input type="checkbox"/> Courtroom       |
| <input type="checkbox"/> Seminar Room | <input type="checkbox"/> Student Commons |

13. Type of set-up that best describes your event needs (this information will be needed for each room requested; please attach additional sheets if necessary):

- Classroom setting / theater style seating
- Cocktail reception
- Theater style seating in a formal non-classroom setting
- Buffet dinner reception
- Multiple classrooms
- Sit-Down Dinner
- Conference room
- Seminar room
- Other (include details below):

14. Audi-visual needs:

- Video or Power Point presentation?  Yes  No
- Will you bring your own laptop with pre-loaded power point presentation?  Yes  No
- Does your presentation have sound?  Yes  No
- Do you need WiFi connection?  Yes  No
- Do you need a Microphone(s)  Yes  No
- Other (please describe needs below)

15. Will there be music included at your event?  Yes  No

Please describe below the type of music that will be used and whether it will be performed live or played from a recording. Please note that Southwestern reserves the right to restrict music at events depending upon the date, time, and location of the event and other school operations.

## 16. Security Information

The safety and security of guests is important to Southwestern. A dedicated Campus Security officer is required for events with 50 or more confirmed attendees, or events where alcohol is served regardless of the number of confirmed attendees. An additional Campus Security officer is required for each additional 50 confirmed attendees (e.g., 1 officer for 50-99 attendees, 2 officers for 100-149 attendees, etc.) The Director of Campus Safety and Security may prepare an Event Security Plan as needed.

Please answer the following questions:

Will any person of fame, elected or appointed government official(s), including judges, district attorneys, state or city officials, or clergy members be in attendance?  Yes  No

Name of guest described above: \_\_\_\_\_

Will any guest(s) identified above be accompanied by a security detail?  Yes  No

Please provide contact information for the guest's security service (Name and Phone), if known.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Is the subject or theme of the event political, controversial, or expected to attract media attention?

Yes  No

If yes or unsure, please explain:

This Facilities Usage Request Form is not a legally binding contract. If Southwestern approves your request to use its facilities, Southwestern will send a Facilities Usage Agreement.

All outside organizations, individuals, and vendors will be required to provide a certificate of insurance naming Southwestern Law School as additional insured. Additional policies, rules, and information related to the use of Southwestern facilities are in Southwestern's Facilities Use by Outside Groups or Individuals policy.

Return this form to: [events@swlaw.edu](mailto:events@swlaw.edu). Please note that official Southwestern alumni organizations must coordinate reservations through the Institutional Advancement Office in addition to completing this Facilities Usage Request Form and returning it to [events@swlaw.edu](mailto:events@swlaw.edu).

Southwestern reserves the right to cancel an event at any time if any part of its facilities is destroyed or damaged by fire or other cause, or if any other casualty or unforeseen occurrence takes place.

### Office Use Only:

Date received \_\_\_\_\_ Date approved \_\_\_\_\_ Client notified \_\_\_\_\_