



**UNIVERSITY OF CENTRAL FLORIDA**  
**COLLEGE OF ENGINEERING**  
**& COMPUTER SCIENCE**

## Atrium Space or Banner Request Form

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Department/Student Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Section of Atrium Requested: \_\_\_\_\_  
 (Please be specific)

Banner Display Location: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Audience: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Will there be food:  Beverages:  Alcohol:

Safe Form included: (Mandatory if the event is to include any non-UCF guests or alcoholic beverages are to be served)  # of Tables needed: \_\_\_\_\_  
 (Please note: chairs are not provided)

**Statement: We agree to the following conditions**

1. Banners/signs to be displayed must be approved by UCF standards and University Marketing Office, using correct logo Pegasus **not Seal** of UCF, and placed properly in designated areas.
2. Materials will be displayed on easels. The club or group using the Atrium will provide easels. **There will be NO posting or pinning on walls, doors, windows or staircase area. You will bring your own chairs and must NOT remove tables or chairs from students studying in the Atrium.**
3. The Atrium will be kept clean at all times (during and after the activity)
4. No profanity or smoking allowed in Atrium or inside the building. (Alcohol will not be permitted if group under the age of 21 is in attendance and only if approved by UCF Catering and UCF Standards)
5. The club, organization, department hosting the event, will pay for any damages incurred during this event.
6. The President, faculty, staff member, or advisor will be present during the event.
7. Use of a PA system and noise level will not interfere with classes offered in the building.
8. Helium Balloons are **not permitted** as it triggers the fire alarm when loose. Other balloons without Helium are fine.

**Failure to adhere to these conditions will result in denial for this group/department for any future use of the Atrium, plus any cost of damages incurred.**

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature (if student club request): \_\_\_\_\_ Date: \_\_\_\_\_

**Section below to be completed by Associate Dean College of Engineering & Computer Science**

Approved:  Yes  No

Associate Dean/Building Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete this form and return to the College of Engineering & Computer Science, Office of the Dean, Bldg. 91, Rm. 202 at least 3 days prior to the event or banner display. You will be notified of approval. For more information, please call 407 823-2156. Thank you.