

FACILITY REQUEST FORM PROCEDURES

Troy University Montgomery Campus

- To reserve facilities located on the Montgomery Campus go to the Facility Reservations page located at <http://www.troy.edu/about-us/index.html>;
 - On the left navigation bar, click on the arrow next to Montgomery Campus link;
 - Scroll down and click on Facility Reservations link; or
- On the Facility Reservations page, you should review the Facilities and Policies Agreement before you fill out the Facility Reservation form:
 - **Please note: This is a request to reserve a facility and does not guarantee the facility will be available;**
- To request a facility reservation, select the appropriate Facility Reservations button on this page:
 - The Davis Theatre does not currently have an online facility reservation request form. The Davis Theatre Facilities Reservation button will take you to the Davis Theatre's Venue page, which will provide information on reserving the Davis Theatre including contact information.
 - The other two facility reservation buttons will take you to the online Facility Reservation Request form for our other facilities on campus.
- Fill the Facility Reservation Request form out completely and click submit at the bottom of the page;
- A confirmation email will be sent to you within two business days after submitting your facility request form;
- Once you receive confirmation from the facility manager that the facility you requested is available to reserve, print out the Facility Policies & Services Agreement located top right of the Facility Reservation page. Please read it completely. The person who is responsible for the reservation should read and initial the bottom of all four pages and fill out their information required on page four;
- Please scan the agreement form and email it to the Event manager at mss@troy.edu.
- We also recommend that you review our Facility Rental Rates also located top-right of the Facility Reservations page.

Thank you, and should you have questions, please feel free to contact the Facility Manager at mss@troy.edu or call (334) 241-9534 or (334) 241-5436.