

PROCEDURES FOR EVENT REQUEST FORM

Troy University Dothan Campus

Please reserve facilities by placing a request on the Event Request Form which is found on the Dothan website at <http://www.troy.edu/dothan/>.

On the left hand side of the Dothan Campus page, click on *Events*.

Choose *Special Events Request Form*. Fill out completely and submit at the bottom of the page.

You will receive a confirmation email back usually within 48 hours.

When you get your confirmation email, you will need to click on *Events*, then *Dothan Policy for Special Events*, and *Additional Forms* on the bottom of the page.

You will then need to **completely** read and print the *Troy University Dothan Campus Facilities and Services Agreement Policy* and initial the bottom left of every page and return it along with the *Cost Agreement* form.

Troy University Dothan Campus Vendor Release of Liability Policy must be signed and returned.

And lastly the *Policies and Procedures* form. This is a detailed form which must be signed by the person responsible for the room use.

Thank you, and if you have any questions, please contact Stacie Foster at stfoster@troy.edu or call 334-983-6556, ext. 1334 cell phone 334-372-2937