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