



Faculty Authorization For Student Use of LAC Facilities

In order for students to request space in the building for projects and events related to their coursework at USM LAC, their faculty member needs to approve the request in advance. The faculty member should fill out this form, in its entirety, and sign it. The student or faculty member can then bring the form to Jim Bradley (rm. 131) to request the space. Jim will try to accommodate all requests, however, requested room(s) may not be available or appropriate for requested use and an alternative may be suggested.

Thank you for your cooperation! Jim

Date Requested: _____ Time Frame: _____

Room Requested: 1st choice _____ 2nd choice _____

Student's Contact Information: *(Only one student should be authorized to make arrangements for a particular event.)*

Student's Name: _____ Phone: _____

Student's Email: _____

Instructor's Name: _____ Course: _____

Instructor's Signature: _____ Today's Date: _____

Special Room Setup Instructions: Note: If the request is for a regular classroom, and no additional setup is needed, you can leave this space blank.