

Rhode Island School of Design

Request for approval to use off campus space

This form is intended to be used by students, student groups or faculty requesting to use space off campus.

This form should be completed and signed with approval signatures two weeks in advance of the use of the space and, before requesting a Certificate of Insurance.

Date of Request: _____ Department: _____

Your Name: _____ Student/ Faculty

Email: _____ Phone# _____

Name of supervising faculty member: _____

Description of event/use:

Rental Space Information

Name: _____

Address: _____
(Include building address, floor and room #)

Setup Date: _____ Breakdown Date: _____

Name of responsible party for setup/breakdown: _____

Insurance Requirements _____

Dates and description of any "opening events", largest # of people expected at any one time.

Please describe any hazardous materials or processes to be used

Are any improvements to the space required? Electrical? Lighting? Etc?
(Fire extinguishers, emergency lighting and exit signs are required)

Is this a required event?

If this is a required course how will you provide transportation for students?

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Approvals

Department head: _____

Dean: _____

Dept Acct # (required if police detail is needed): _____

Facilities and Safety: _____

Risk Management: _____

Public Safety: _____

Please understand that this facility is not owned, controlled, supervised, or maintained by RISD. We have reviewed the space and surrounding area for general safety, and approve it for temporary use only.