



**AMERICAN UNIVERSITY**  
WASHINGTON, DC

EMAIL: KSLC@AMERICAN.EDU

KAY SPIRITUAL LIFE CENTER

**REQUEST FOR USE OF KAY SPIRITUAL LIFE CENTER**

**Contact**

Department/ Organization Making Request \_\_\_\_\_

Student                       Faculty/ Staff Organization                       Off-campus Non-profit Organization

Contact Person \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/ State/ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Tax Exempt # \_\_\_\_\_ Email \_\_\_\_\_

**Event**

Space/ Facility Requested:                       Kay Chapel                       Kay Lounge                       Kitchen

Name of Event \_\_\_\_\_

Day and Date Needed \_\_\_\_\_

Time Needed (inc. set up and clean up) \_\_\_\_\_ Event Start/ End Times \_\_\_\_\_

Number of People Expected to Attend \_\_\_\_\_ Admission Charge? \_\_\_\_\_

Please Indicate any general services needed\* for your event:

Support Services (Room Arrangement, Tables, Chairs, etc.)                       Parking and Traffic (Special Needs)

Physical Plant (Electrical Services, Trash Receptacles, Clean-Up)                       Audio-Visual (Projectors, Microphones)

Security (Security Notification, Personnel)

\* Please note that there may be additional costs for the general services listed above.

**Signature**

*I have read the provisions on the back of this form and agree to comply with them. I understand that my reservation is not confirmed until I receive a copy of this form approved by the Kay Spiritual Life Center Operations Administrator.*

\_\_\_\_\_/\_\_\_\_\_  
Signature of Requestor                      Date                      Signature of Sponsor (if Requestor is not AU-affiliated, but event is AU sponsored)

**Kay Center Office Use Only**

Fees\*\*  Payment not applicable (AU or AU-sponsored group)

Chapel: \$400 per day     Lounge: \$200 per day     Kitchen: \$75 per day    **Total Balance Due:** \_\_\_\_\_

*Payment in full must be received no later than two weeks before an event in order to guarantee the reservation. Make checks payable to American University.*

\*\*Fees are expense offsets to the annual operations of the Kay Spiritual Life Center.

APPROVED     DENIED                      \_\_\_\_\_                      \_\_\_\_\_  
Kay Spiritual Life Center Operations Administrator                      Date

Revised August 11, 2004