Per Board of Regent Policy, SDSM&T retains the right to restrict time, place and manner of facility and ground use in order to protect the educational environment of the institution. Requests by external agencies, including political, religious and other organizations, are limited to the area of Surbeck Center and are limited to the assigned locations. External agencies may be charged a standard fee based on SDSM&T’s usual and customary rates. Reservations must be requested separately through Surbeck Center scheduling at least three working days prior to the requested dates. Reservations will not be confirmed until written authorization has been received.


Date of Request: __________________________

Requester Information:
Name __________________________ Telephone: __________________________
Email Address __________________________ ☐ Tax Exempt Number __________

Name of Organization/Company: __________________________
Billing Address __________________________

Requested date(s) __________________________
(Standard start and end times are 8:00am-4:00pm unless otherwise requested).

Description/Purpose of Request: ☐ Commercial Solicitation ☐ Non-Commercial Use
(Please provide additional information within the space provided below)

Sponsored by Campus Organization or Department? ☐ Yes ☐ No

If yes, indicate name of Organization and Contact: __________________________

Signature of Requestor __________________________

Office Use Only:
☐ Approved ☐ Denied

Signature of University Official __________________________ Date

Comments: