

**Shannon Point Marine Center  
Western Washington University  
Facilities Use Application**

Name

Date:

Address

City

State

Zip Code

Email:

Phone:

Home Institution/Organization\*:

\*Non-WWU groups must provide proof of liability insurance when requesting use of Western-owned facilities (indoor or outdoor) for a specific event or activity. In the event a group charges its third party guests a fee for using University property requested in this application, the amount charged shall not exceed the rates the University charges a group as set forth on our Facility Use Fees schedule.

Department:

Professional Status:

WWU Faculty

Visiting Investigator

WWU Graduate

Other (Please Specify)

WWU Undergraduate

Advisor (if applicable):

**Space Needs:**

Research Space\*

Beach Access Only

Housing\*

Meeting Room\*

Office Space\*

Number of People

Begin Date

End Date

Additional Comments:

**\*NOTE:** An additional form may be sent to you requesting additional details.

**OFFICE USE ONLY:**

Date received: \_\_\_\_\_

Approved:  Yes  No Approved by: \_\_\_\_\_

Application sent:  Meeting Space  Research space Date: \_\_\_\_\_