

Formal Academic Event Permission Request

Subject: Formal Request for Auditorium Use - Academic Conference

Dear [Dean/Facilities Director],

I respectfully request permission to utilize the [specific venue] at [Institution Name] for hosting the [Event Name] academic conference.

Conference Specifications:

- Date: [Date]
- Duration: [Hours/Days]
- Participants: [Number] academic professionals
- Purpose: Scholarly presentation and research dissemination
- Technical requirements: [Audio/visual needs]
- Security considerations: [If applicable]

This conference aligns with our institution's mission of advancing knowledge and fostering academic collaboration. All participants are verified academic professionals, and we have comprehensive liability insurance in place.

We commit to adhering to all facility policies and will coordinate with your maintenance staff for any special arrangements. A detailed event plan can be provided upon request.

I would welcome the opportunity to discuss this proposal and address any concerns you may have.

Respectfully submitted,

[Your Name]

[Academic Title]

[Department]

[Institution Contact Information]

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