

STUDENT ORGANIZATION FACILITY RESERVATION REQUEST

All reservations must be submitted at least ten (10) business days in advance.

Organization _____ Fund # _____

Date of Event _____ Number Expected _____

Facility Requested _____

Time: From _____ a.m./p.m. to _____ a.m./p.m. (Please include set-up time in you need it.)

Type of Function: (Please check only ONE)

Educational () Business () Cultural () Social () Political ()

Will you be having a guest speaker, band, organization or other person? [] Yes [] No

If yes, give the name of the guest facilitator _____

NOTE THAT JANITORIAL AND SECURITY SERVICES ARE REQUIRED: *These services will be determined by the Director of Custodial Services and Security respectively. You may request a pri*

1. Food Request: If you are requesting food from Aramark please get a price quote from them and submit it along with this form. Check this box if you are not requesting refreshments [].

2. Equipment Request – Please Check all that apply

[] 6' Tables (include how many) _____

[] Cable or Extension Cords (Indicate type, how many, and where you want the cords)

[] Chairs (Indicate how many) _____

[] Coat Racks (Indicate how many) _____

[] Covering for Gym Floor (This is mandatory if you are using the Gym Floor)

[] Podium (Indicate where you want the podium set up _____)

[] Quad Boxes (Indicate how many) _____

[] Round Tables – **only at the discretion of Student Life** (How many) _____

[] Stage (Very costly, and the cost depends on the type of stage. Include diagram)

Please include a diagram of any special set-up that you want with this reservation. Note you will need to meet with Cedric Watson concerning any special staging needs.

3. Audio-Visual: A-V support for student organization activities will be charged \$75.00 per session after regular working hours. You **must** go to the Audio-visual Department in Pratt 325 and fill out a form to request items. Note that the form must be signed by an administrator of Student Life and Leadership Development.

4. Media Arts Special Event Reservation Form: If you are requesting the reservation of LLC 109, LLC 116 or LLC 122 (Spike Lee Screening Room), and want to utilize the media equipment, please ask for and complete the "Media Arts Special Event Reservation form. This form may be obtained from the Office of Student Life & Leadership Development. Please note there is a fee to use the media equipment ranging from \$25-\$50. See form for details.

If you are requesting other Audio-visual equipment you should speak with WLIU radio **and** Student Life. Note that these services all come with additional costs. Some of the equipment that may enhance your program are: DJ Services, Fog Machine, Special Effects Lighting.

Special Notes:

1) If you have never filled out a room reservation form before you should meet with a Student Life & Leadership Development Professional to walk you through the process, or refer you to a member of the Special Event Team, who will help you with this. This should greatly facilitate the success of your program.

2) If you want to have alcohol at your event, you must file the separate Alcohol Request Form (available in the Office of Student Life and Leadership Development) and submit it along with this Room Reservation Request Form.

Signature of person submitting this application

Print Name

Print title of person submitting this application

Mobile # of Person Filling out this Form

Faculty Advisor: Will you be attending the function? [] Yes [] No

If no, who will attend in your stead? *This faculty, staff or administrator must be on file with Student Life, or have a meeting with Student Life prior to the event.* _____

Advisor's Signature

Director of Student Life & Leadership Dev.

Please return this form to the Office of Student Life and Leadership Development, M-311