FACILITIES REQUEST FORM

(Non-Campus Groups)

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Person Calendaring_____ Telephone No. _____

Sponsoring Individual/Group _____ Date Calendared _____

Purpose of Reservation/Activity _____

Time of Activity/Performance_____ Size of Group _____ Admission: _____ Price _____ Free

Account No. _____

DATE/DATES FACILITY TO BE USED:

DAY (Circle Day)	**MONTH**	**DATE**	**YEAR**	**FROM** (Circle)	**TO** (Circle)
M T W R F S SU	_____	_____	_____	_____ A.M. P.M.	_____ A.M. P.M.
M T W R F S SU	_____	_____	_____	_____ A.M. P.M.	_____ A.M. P.M.
M T W R F S SU	_____	_____	_____	_____ A.M. P.M.	_____ A.M. P.M.

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FOOD SERVICE NEEDED: ___ Breakfast ___ Brunch ___ Lunch ___ Dinner ___ Other _____

___ Reception (Date_____ Time_____ Place _____

_____ _____

(ARA Manager Signature) (Date)

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EQUIPMENT NEEDED: ___ Podium ___ Microphone ___ Tables ___ Chairs ___ Overhead Projector

___ TV/VCR ___ Piano ___ Screen ___ PowerPoint

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SPACES NEEDED:

____ Chapel ___ Coburn I ___ Coburn III ___ D-3 ___ D-50 ___ Student Lounge (Bookstore)

____ Cafeteria ___ Coburn II ___ President's D.R. ___ Harvey Auditorium (LR-22)

___ Theater (Signature _____) ___ Gym I (Signature_____) ____ Other _____ _____ _____

PALMER CENTER: ___ Gym II ____ Pool ___ Racquetball Courts

(Signature _____)

CLASSROOMS: ____ A-1 ____ A-7 ____ C-8 ____ C-15 ____ C-18 ____ D-48 ____ D-53

____ A-2 ____ A-9 ____ C-10 ____ C-16 ___ C-20 ____ D-49 ____D-54

____ C-6 ____ C-12 ____ C-17 ____ C-24 ____ D-52

BUSINESS BUILDING: ____ BAC-41 ____ BAC-42 ____BAC-43 ____BAC-44 ____BAC-85 ____BAC-87 ____ OTHER _____ _____ _____

HAMMONS HALL: _____#209 _____ #210 _____ #215 (Community Room) _____Other _____ _____ _____

JENNINGS HALL: _____ #123 (Hartley Recital Hall) _____ #158 (Band Room) ____ #212 (General Classroom) ____ #216 (Seminar Room)

_____ #223 (MUS Classroom) _____ #301 (CHR Lang Lab) ____ #325 (Lecture Room) ____ Other _____ _____ _____

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ACTIVITY LOGGED ON MASTER CALENDAR:

_____ _____

(Coordinator of Special Events) (Date)

Individual Responsible for Payment _____ Telephone (W) _____ (Cell) _____

Address _____ Cost _____