

**FACILITIES REQUEST FORM**

(Faculty, Staff, and Students)

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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. \_\_\_\_\_

SEMESTER: \_\_\_ FALL \_\_\_ WINTER \_\_\_ SPRING \_\_\_ SUMMER I \_\_\_ SUMMER II

**DATE/DATES FACILITY TO BE USED:**

<u>DAY</u>	<u>MONTH</u>	<u>DATE</u>	<u>YEAR</u>	<u>FROM</u>	<u>TO</u>
(Circle Day)					(Circle) (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.
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)