

FACILITIES REQUEST FORM

(Faculty, Staff, and Students)

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

WEEKLY: ___ M ___ T ___ W ___ R ___ F ___ S ___ SU _____,20____ From: _____ a.m./p.m. To: _____ a.m./p.m.
(Circle One)

___ M ___ T ___ W ___ R ___ F ___ S ___ SU _____,20____ From: _____ a.m./p.m. To: _____ a.m./p.m.
(Circle One)

OR

MONTHLY: 1st ___ M ___ T ___ W ___ R ___ F ___ S ___ SU _____,20____ From: _____ a.m./p.m. To: _____ a.m./p.m.

2nd ___ M ___ T ___ W ___ R ___ F ___ S ___ SU _____,20____ From: _____ a.m./p.m. To: _____ a.m./p.m.

3rd ___ M ___ T ___ W ___ R ___ F ___ S ___ SU _____,20____ From: _____ a.m./p.m. To: _____ a.m./p.m.

4th ___ M ___ T ___ W ___ R ___ F ___ S ___ SU _____,20____ From: _____ a.m./p.m. To: _____ a.m./p.m.

5th ___ M ___ T ___ W ___ R ___ F ___ S ___ SU _____,20____ From: _____ a.m./p.m. To: _____ a.m./p.m.

FOOD SERVICE NEEDED: ___ Breakfast ___ Brunch ___ Lunch ___ Dinner ___ Other _____
___ Reception (Date _____ Time _____ Place _____)

(ARA Manager Signature)

(Date)

EQUIPMENT NEEDED: ___ PA System ___ Microphone ___ Tables ___ Overhead Projector ___ Chalk Board
___ Podium ___ Piano ___ Chairs ___ Slide Projector ___ TV/VCR
___ Screen ___ PowerPoint ___ Dry Erase Board

PACES NEEDED:

___ Chapel ___ Coburn I ___ Coburn III ___ Student Lounge (Bookstore)
___ Cafeteria ___ Coburn II ___ President's D.R. ___ Harvey Auditorium (LR-22) ___ Other _____
___ Theater (Signature _____) ___ Gym I (Signature _____)

PALMER CENTER: ___ Gym II ___ Pool ___ Racquetball Courts ___ Game Room (Signature _____)

CLASSROOMS: ___ A-1 ___ A-9 ___ C-10 ___ C-16 ___ C-20 ___ D-8 ___ D-50 ___ D-54
___ A-2 ___ C-6 ___ C-12 ___ C-17 ___ C-24 ___ D-48 ___ D-52
___ A-7 ___ C-8 ___ C-15 ___ C-18 ___ D-3 ___ D-49 ___ D-53

BUSINESS BUILDING: ___ BAC-41 ___ BAC-42 ___ BAC-43 ___ BAC-44 ___ BAC-85 ___ BAC87 ___ 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) ___ #325 (Lecture Room) ___ Other _____

ACTIVITY LOGGED ON MASTER CALENDAR:

(Coordinator of Special Events)

(Date)