



Student Organization Event Request/Reservation Form

Organization Name: _____

Date Submitted: _____

Event Requestor Name: _____

Phone # _____

Email Address: _____

As requestor, you are responsible for ensuring all risk management guidelines are followed. You also take responsibility as the emergency contact for this event.

Event Details

Proposed Event Date: _____

Alternate Date (Required) _____

Name of Event/Theme _____

Event Type _____

Purpose of the event: _____

Please specify if this event is a dance/party

Event Time: _____

Setup Time

Start Time

End Time

Estimated number of guests: _____

Facility & Room Requested:

Suber Banquet Hall

Student Organization Loft

Recreation & Fitness Center

Circle One: Multi-activity Court; Dance Studio

RCC Atrium

Will you be needing table & chairs for your event? If so, please list the requested number below:

Tables

Circle One: Round Tables; 8ft Rectangular Tables

Chairs

Will you be needing sound equipment? YES/NO

If so, what kind?

Portable Sound System

Sound carries well, easy to transport, good for playing music from an MP3 device or phone.

Large Sound System

Amplifier/speaker system & sound board. Good for use with instrumental performances

Microphone(s)

Please specify if you will be needing more than one microphone

Use of all sound equipment is a privilege for student organizations. By reserving the sound system and signing the bottom of this form, I agree that any damage caused to the sound system or any of its parts will be replaced by the requesting organization at full retail cost.

Please describe plans for the event in full detail, including food and drinks to be served, decorations, monitors and supervision, activities, etc.:

****Please be advised that campus authorities will be notified about your function and an approved copy of this form will be returned to the requestor. The Director of Campus Activities and the Office of Student Development reserve the right to alter plans for any event.****

Requestor Signature Date

Advisor Signature Date

Director of Campus Activities Signature Date