



Will a fee be charged to attend or participate in this event? Y N If yes, please explain:

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Date of Event:\_\_\_\_\_ Start Time:\_\_\_\_\_ End Time:\_\_\_\_\_

If this is a **standing meeting**, please state day of week and specific dates (reservations can be made for up to one semester in duration)

Day of Week\_\_\_\_\_ Dates:\_\_\_\_\_

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Requested Location:\_\_\_\_\_

Other information you feel is important:\_\_\_\_\_

**Setup Needs: For Audio-Visual equipment, contact the TIC (Ext. 1500)**

Round Tables \_\_\_ How Many?\_\_\_\_\_ 6 Ft. Tables \_\_\_ How Many?\_\_\_\_\_ Podium:\_\_\_\_\_

Chairs \_\_\_ How Many?\_\_\_\_\_ Trash Cans \_\_\_ How Many?\_\_\_\_\_ Stage\_\_\_\_\_

Easels \_\_\_ How Many?\_\_\_\_\_ Nothing Needed\_\_\_\_\_

Other:\_\_\_\_\_

If the number of tables and chairs or other equipment required by your event exceeds the University's supply, your group would be responsible for renting any additional items.

Will you be serving food? Y N If yes, please contact University Dining Service Ext. 2241 or email catering@pacificu.edu .

Will you be serving Alcohol? Y N If yes, an alcohol permit will need to be filled out and submitted at least three weeks prior to event for approval. Contact Monica Marvin, General Counsel, Ext. 2236, or email marv7603@pacificu.edu.

Return completed form to:

Roylene Read, Events Scheduling Coordinator in the Facilities Management Office at 2233 Cedar Street, or UC Box A-122. [schedule@pacificu.edu](mailto:schedule@pacificu.edu)

Revised 11-14-08 rr