Student Event Request/Room Reservation Form

This form must be completed and returned at least 2 weeks prior to event to:
Roylene Read, Event Scheduling Coordinator, Conference & Event Support Services, 2019 21st Ave., or UC Box A 144, schedule@pacificu.edu

Contact Name:_____Contact e-mail:_____

Contact Phone #:_____Cell # During Event:_____

*Please state the name of the organization that your event is sponsored by. If you are co-sponsoring an event with a non-University organization, please state name of organization here:*_____

Student Senate Club or Organization _____

Advisor's/Course Instructor's Name:_____Cell # During Event:_____

Name of Event:_____ Type of Event & Brief Description:_____

_____

Date of Event:_____ Day of Week_____ Access Time: _____ Event Start Time:_____ End Time:_____

Location Desired:_____

Are you inviting a non-University speaker, performer or presenter? Y___ N___

Who will be attending your event? Pacific University Community_____ Non-Pacific University Community

Number of Attendees:_____ Are fees being charged to attend? Y _____ N _____

List any decorations you intend to put up (use back of form if needed):_____

Additional information:_____

Setup Needs:

Round Tables__How Many? _____ / 6 Ft. Rectangle Tables ___How Many?_____ / Podium:_____/Stage_____
(SEATS UP TO 10) If you want tables to have table clothes, please contact catering@pacificu.edu.

Chairs_____How Many?____ / Trash Cans____How Many?_____ / Easels_____How Many?_____ /

Other:_____ Nothing Needed._____

If the number of tables and chairs required for your event exceeds the University's supply, your group would be responsible for renting any additional items. Event furnishings are intended for use on the main campus only.

(Over)

Audio-Visual Equipment /IT needs:

Projector and screen_____
Type of computer you will bring…Mac or PC (If Mac, do you have your own dongle?)_____
Document Camera_____
PA system (*for musical instruments you would need to provide your own*) pa system- please initial if so. _____
Microphone(s) How many?_____, what type (wireless, lapel, handheld)?_____
Tech Support?_____
Access to WiFi Account?_____
Other AV/IT needs:_____

Note: Once an event has been set-up, there may be charge-backs if the set-up needs to change for any reason..Please ask questions before the day of the event if you are unsure of how your event should be set-up.

Will you be serving food? Y___ N___If yes, we will have catering contact you regarding your needs (see website for food policy)
Contact name:_____ email:_____ Phone:_____

Will you be serving Alcohol? Y___ N___ If yes, an alcohol permit will need to be completed and submitted **at least 3 weeks prior to the event for approval. The office of Conference & Event Support Services will provide the form.** (see website for alcohol policy)

The following guidelines for the use of Pacific University space are understood and agreed upon:
ADVISOR/Course Instructor* please initial all of the following:

1.____Sponsoring organization must be recognized by Student Senate as a student organization and must have an advisor.
2.____***The Advisor/Course Instructor** and sponsoring organization are required to attend the event to help monitor and enforce university policies and building use guidelines. Other people may be required to attend as deemed necessary by the Director of Student Activities, the Director of Campus Public Safety or the Director of Conference & Events Support Services.
3.____Campus Public Safety officers must be provided access to the event.
4.____The sponsoring organization is responsible for all equipment at the event and is liable for loss or damage.

Please provide budget account number here (REQUIRED):_____

(OVER)

Approval Routing – Please obtain signatures before returning to Campus Events Scheduling Coordinator

_____ _____
***Advisor's/Couse Instructor's** Signature/ Date- Steve Klein, Director of Student Activities/ Date

_____ _____
Vicki McGee, Stoller Center Adm. Assistant. (for use of Athletic Facilities) Campus Public Safety Officer

Once your event has been approved, post on Pacific University Calendar (CANS) (Home Page> Online Tools> Cans)