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:

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): ____________________________

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

*Advisor’s/Course 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)