

Updated Facility Reservation Request Form – Each separate event/program needs a separate form

On what date(s) is room/space requested? Use format of Monday, December 16, 2019 or Every Tuesday starting from a specific date and ending on a specific date and list any exceptions:

Event's Actual Starting Time: _____

Event End Time: _____

Amount of extra time needed for set-up: _____

Amount of extra time needed for clean-up: _____

1st choice of where to hold event (Building & room): _____

2nd choice of where to hold event (Building & room): _____

3rd choice of where to hold event (Building & room): _____

Anticipated Attendance at Event (Tabling normally 2, during pandemic will be 1 per table): _____

Event Name (needs to be specific) _____

Event Type (Information Session, Meeting, Social/Party, Special Event, Workshop): _____

Chapter/colony or council holding event: _____

1st Contact (First and last name): _____

Phone Number _____

Preferred E-Mail Address _____

Do you want this event displayed on MRD Calendar - which means event is open to the campus?
(Yes or No)

Do you want to submit this event to the Featured Events Calendar? (Yes or No)

Catering (Yes or No - if Yes, contact the ASC Catering Office at 753-4626)

Taste to Go (Yes or No - if Yes, contact the ASC Catering Office at 753-4626)

AV/Technology Equipment Needed? If yes, list specific needs below

Filters (Any specific needs such as no carpet, no windows to hallway, etc.): _____

Room set up specifics – tables, chairs, etc. and how configured (Unless you request a specific set up, the room will be as is or empty); During a pandemic there will be less flexibility, cannot move furniture around.

Late Night/Chaperone Form completed and submitted? __ Yes __ No __ Pending __ N/A

Fundraising Form completed and submitted if needed? __ Yes __ No __ Pending __ N/A

Is this a collaboration and if so, with whom? _____

What will be happening at this event? Please provide specifics as well as any other relevant information not included elsewhere.