

**CAMPUS EVENT RESERVATION FORM**

*(See Back for Reservation Guidelines/Contract Specifications)*

*Return to: University Center Operations, GUC 107, (256)-765-4645*

**EVENT INFORMATION**

**Title of Event:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

Date(s): \_\_\_\_\_

Time Event **Begins:** \_\_\_\_\_ AM/PM Time Event **Ends:** \_\_\_\_\_ AM/PM

Need Space Available/Open: \_\_\_\_\_ AM/PM Lock/Secure Facility: \_\_\_\_\_ AM/PM

Estimated **Number to Attend:** \_\_\_\_\_ (required) Admission  Free  Charge - Price: \_\_\_\_\_

Open to:  Campus Only  Public  Other: *Please Specify:* \_\_\_\_\_

**FACILITY INFORMATION**

**Room Requested:** \_\_\_\_\_ **Desired Setup:** \_\_\_\_\_

*(To Define Setup with Furniture and Equipment Placement a Diagram may be Included for Clarity)*

Tables (size&#) \_\_\_\_\_  Chairs \_\_\_\_\_  Podium/Mic  Laptop  Microphone (#) \_\_\_\_\_

LCD Projector  Screen  Portable PA  Power/ Extension Cord  Special Lighting

*(Events Requesting More than a General Stage Wash or Basic Sound Setup Require Specifications)*

**APPLICANT INFORMATION**

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

*(By Signing this Document, I/We Hereby Agree to the Terms and Conditions Listed on the Reverse Side)*

Applicant Signature: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

Printed Name of Advisor: \_\_\_\_\_ Advisor Phone#: \_\_\_\_\_

Advisor Email: \_\_\_\_\_

**FOOD SERVICE INFORMATION**

*Food Service Reservation and Pricing Must Be Obtained by Contacting Chartwells UNA Dining Services*

Food Service:  N/A  Reception  Meal  Other \_\_\_\_\_

**PUBLIC SAFETY INFORMATION**

*(Special Arrangements Are Necessary When Groups Are Arriving by Bus – Please Call 765-4280)*

Groups Arriving By:  Cars- approximate # \_\_\_\_\_  Buses- approximate # \_\_\_\_\_

Will Involve Unloading Trucks *(Please give both time and location)* \_\_\_\_\_

Requesting Officer(s) Supervision (# & Purpose) \_\_\_\_\_

***For Office Use  
Only:***

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(If Approval is Based on Specific Stipulations, They are as follows:)* \_\_\_\_\_

**Denied By:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Form Received:** \_\_\_\_\_ **Data Entered:** \_\_\_\_\_ **Charges:** \_\_\_\_\_ **Deposit:** \_\_\_\_\_

## RESERVATION GUIDELINES/ CONTRACT SPECIFICATIONS

1. Once the Date of Event has been established, you must complete a Campus Reservation Form. Checking the UNA Web Page Calendar is helpful in selecting dates for major events and avoiding conflict with previously scheduled events. Unless you receive confirmation, do not consider your event as booked. Completion of a form does not constitute a booked event.
2. Events may not be approved, or returned denied if:
  - A. Forms are not complete or do not provide adequate information.
  - B. Reservation form submitted by a Student Organization has not been signed by an advisor.
  - C. Technical equipment is requested without a Technical Rider or Stage Plot. Technical Riders should be submitted and approved in advance of scheduling those events.
3. Reservation forms for large events should be completed and turned in at least four weeks in advance of the date of the event. Do not assume that arrangements will be made for items not requested. Every physical detail needed for a successful event must be listed on the request form. Attach additional sheets to clarify requests for setups and other details. Clear instructions for the requested room setup must be provided in precise written form or on a room diagram.
4. Room assignments are based on the size of the group and the setup required. Requests may be adjusted to accommodate as many groups as possible.
5. An email conformation will be returned to the applicant listed on the form if email address is provided. Notifications will also go to the appropriate departments on campus (i.e. Facilities, UNA Police, UNA Dining) involved in the event. A confirmation email is your official notification that your event has been entered into the reservation system and placed on the University Calendar. Denied events will also be notified.
6. Any charges for use of the University Facilities will be indicated in the confirmation and are due in advance of the event. Quote sheets will be provided upon request. A refundable deposit may be required on some events. Please note that there will be additional charges (staff, AV technicians, custodial, UNA Police) for events held in the University Center while the building is not officially open.
7. Organizations may be fined from \$25.00 to \$100.00 and/or lose reservation privileges for the following:
  - A. Habitually booking and cancelling meetings/events.
  - B. Improperly cancelling or failing to cancel meetings/events.
  - C. Failure to cancel major events (events requiring extensive setup, use of large facilities, and dining services) at least four weeks in advance.
  - D. Failure to cancel meetings at least 48 hours in advance.
  - E. If damage is incurred as a result of the event, (or glitter is used) organization must pay for damages.
  - F. If additional requests are made just prior to or during the event, it may not be possible to honor last minute requests. If late requests are honored, additional charges may be incurred.
  - G. If unauthorized food (food not served under the UNA/Dining Services Contract in the University Center) is brought into the building and served at a meeting or event without prior permission from the proper authorities.

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Signed by: Person Responsible for Event

Date