

## CAMPUS RESERVATION FORM/CONTRACT

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

crp00709

*Return this form to: University Events, UNA Box 5068, Florence AL 35632-0001 (256) 765-4658*

### EVENT INFORMATION

Title of Event: \_\_\_\_\_ Sponsor: \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Time Event Begins: \_\_\_\_\_ AM/PM Time Event Ends: \_\_\_\_\_ AM/PM  
Need Facility 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

Facility Requested: \_\_\_\_\_ Desired Setup: \_\_\_\_\_

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

( ) Tables (size/#) \_\_\_\_\_ ( ) Chairs \_\_\_\_\_ ( ) Podium ( ) Lecturn ( ) Microphone(#)  
( ) TV/VCR ( ) Video Projection Unit ( ) Screen ( ) Overhead Projector ( ) Power/ Extension Cord  
( ) Special Lighting Requirements *(Events Requesting More than a General Stage Wash or Basic Sound Setup Require Stage Plots and a Technical Rider.)*

### APPLICANT INFORMATION

Printed 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#: \_\_\_\_\_

### FOOD SERVICE INFORMATION

*(Food Service Reservation and Pricing Must Be Obtained by Contacting Sodexo at 765-5667)*

Food Service: ( ) N/A ( ) Reception ( ) Meal ( ) Skirted Tables (size/#) \_\_\_\_\_

### PUBLIC SAFETY INFORMATION

*(Special Arrangements Are Necessary When Groups Are Arriving by Bus by Calling 765-4280)*

Groups Arriving By: ( ) Cars- approximate # \_\_\_\_\_ ( ) Buses- approximate # \_\_\_\_\_  
( ) Will Involve Unloading Trucks *(Please give both time and location)* \_\_\_\_\_  
Special Instructions for Public Safety: ( ) Unlock ( ) Secure ( ) Requesting Officer(s) Supervision(#)

### PHYSICAL PLANT INFORMATION

*(Upon Receipt Of This Form, Always Provide Appropriate Climate Control)*

Special Instructions for Maintenance: \_\_\_\_\_

### 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: \_\_\_\_\_