

CAMPUS RESERVATION FORM/CONTRACT

(See Back for Reservation Guidelines/Contract Specifications)

crp00799

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:** _____