

CAMPUS EVENT RESERVATION REQUEST FORM

Office of University Events

Guillot University Center, Office Suite 107
(256) 765-4645

EVENT INFORMATION

Event Name: _____

Event Date: _____ Estimated Attendance: _____

Event Begins: _____ am/pm Event Ends: _____ am/pm

Setup Begins: _____ am/pm Breakdown Ends: _____ am/pm

Admission: ☐ Public ☐ Private Entry Price: ☐ Free ☐ Charge \$ _____

Location Requested: _____

Desired Seating: ☐ Boardroom ☐ Banquet ☐ Panel Discussion ☐ Auditorium ☐ Other*

**Please include or request a seating diagram as desired*

A/V Requested: ☐ Podium ☐ Microphone ☐ Presentation (includes computer/screen/clicker)

☐ Other—Please specify: _____

CONTACT INFORMATION

Applicant Name: _____

Email: _____ Phone: _____

Campus Organization: _____

Campus Contact/RSO Advisor: _____

Email: _____ Phone: _____

Advisor's Signature: _____ Date: _____

ADDITIONAL INFORMATION

PARKING REQUESTED*: ☐ Cars _____ ☐ Buses _____

**Approvals based on availability and university needs*

UNA POLICE: ☐ Officer Supervision Requested (may incur charges)

FOOD SERVICES: All food service in the Guillot University Center must be provided or approved by CHARTWELLS UNA DINING SERVICES. For service reservations or pricing information, please contact Denise Seagraves, Director of Catering, at 256-765-5237.

STAFF ASSISTANCE: ☐ University Events technical staff or supervision (may incur charges)

Please specify: _____

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RESERVATION GUIDELINES

1. The [University Events Building Calendar](#) is helpful in selecting dates for large events and avoiding scheduling conflicts with other campus groups. Unless a confirmation has been received, do not consider your event booked. Completion of this form does not guarantee reservation approval.
2. Reservation requests submitted for any student organization without their campus advisor's approval and signature will be denied.
3. Reservation requests submitted with incomplete or inadequate information may be denied.
4. Events requiring a Technical Rider or specific Stage Plot should be submitted and approved in advance of scheduling such events. Please contact Duell Aldridge, Assistant Director of University Events, at 256-765-4109 for more information.
5. Room assignments are determined based on event size and required setups. Approved requests may be adjusted to better accommodate the operational needs of the University Events office.
6. Requests for small groups (10-75 ppl) may not be approved less than two weeks prior to the date of the event. Requests for large groups (75+ ppl) may not be approved less than three weeks prior to the date of the event.
7. Reservation forms for large events (120+ people) should be completed at least four weeks prior to the date of the event. Please include specifications for required technical arrangements and necessary setup/teardown times. You may include additional sheets for specific seating and technical requests with this form.
8. Upon request approval, a confirmation email will be sent to the Campus Contact/RSO Advisor.
9. Event confirmation emails are not official invoices and may not show all costs, fees, or charges associated with an event. Potential charges include but are not limited to: after-hours access/staffing costs; room rental rates; charges from separate university departments (Dining Services, Facilities crew, UNA PD officer assistance, etc.).
10. Organizations may be fined and/or lose reservation privileges for any of the following:
 - a. Habitually booking and cancelling events
 - b. Habitually failing to arrive for booked events
 - c. Habitually making major changes to previously booked events
 - d. Failure to cancel large events at least two weeks in advance
 - e. Moving furniture without University Events staff assistance
 - f. Damaging or destroying UNA property as a result of an event
 - g. Using unauthorized food providers without prior approval of UNA Dining Services
 - h. Using glitter, open flames, tacks, tape, staples, or adhesives when decorating UNA spaces
 - i. Using smoke or fog machines.

By signing below, I acknowledge that I have read and understand these expectations and will make every effort to follow the guidelines listed above.

Name _____

Date _____