

EVENT/SPACE REQUEST FORM

Office of Operations and Event Management

This facility/event request form does NOT guarantee that dates and times requested are reserved. Your reservation is not final until you have received a written confirmation from this office. Facility/event request forms should be submitted at least **4 WEEKS** prior to the requested event date. Please provide accurate and detailed information. Incomplete forms will be returned for information. Fees may be charged based on event type and group.

I. CONTACT INFORMATION (Print or Type)

Check One: University Organization/Department Student Organization External Organization

Sponsoring Organization/Department: _____

Contact Person: _____ E-mail: _____

Address: _____ Phone: _____

_____ Cell Phone: _____

Advisor/Department Head: _____ Advisor/ Dept. Head Phone: _____

Advisor E-mail Address: _____

II. EVENT INFORMATION

Event Date (s): _____ Alternate Date (s): _____

Event Begins: _____ am/pm Event Ends: _____ am/pm Event Set-up Time: _____ am/pm

Event Name/Title: _____

Description of Event: _____

Does the event include: High Profile Guests/Speakers Celebrities Elected Officials Other

If so, please list guests: _____

III. FACILITY/SPACE REQUEST

Facility Desired: _____ Alternate Facility Desired _____

Space Requirements: Lecture Banquet Style Workshop Style Open Space Other

Anticipated Attendance: _____

Admission: Free Donation \$ _____

Will Food Be Served: Yes No

Community Invited: Yes No

Vendors Present: Yes No

Alcohol Being Served: Yes No

V. AUDIO/VISUAL SERVICE REQUEST (subject to availability)

Screen WIFI Projector Portable Sound System Microphone # _____

I attest that I have completed the above sections as accurately as possible. I understand that misrepresentation of information could result in cancellation of my reservation and jeopardize future requests. Furthermore, I have read and understand the University's policies and guidelines for facilities usage.

Requestor Signature: _____ Date _____

Advisor/Department Head Signature: _____ Date _____

VI. OPERATIONS AND EVENTS MANAGEMENT FINAL APPROVAL

Approver Name: _____

Date: _____

FACILITY USAGE GUIDELINES

CONFIRMATION POLICY

The Office of Operations and Event Management shall have the right to refuse forms not submitted within 4 weeks if the proper review, planning and clearance procedures cannot be satisfactorily accomplished. The Office of Operations and Event Management reserves the right to substitute other facilities whenever deemed to be in the best interest of the university or as necessary by circumstances.

CANCELLATIONS/NO SHOW POLICY

To ensure that facilities/space is properly used and available for campus users, all groups must cancel their reservation at least 72 hours prior to the reservation date. Groups who fail to cancel their reserved space or do not show up for their reservation two or more times risk temporarily losing their reservation privileges.

SECURITY

The university reserves the right to require that University Department of Public Safety officers be present at the event at the expense of the reserving group.

FOOD, BEVERAGES and/or LINENS

The University's food provider is the only catering services allowed on campus. All food, beverages must be coordinated through them. The food provider may be contacted at 334-229-4451. If linens are requested, please make these arrangements with the food service provider as well.

SET-UP

All final facility set-up requirements, plans and ideas must be provided to the Office of Operations and Event Management within 5 days of the event. Set-up details to include, equipment set-ups (chairs, tables, staging, etc.), support services (technical support) and any other information that may be required for a successful presentation of the event. **Failure to present any event requirements may result in equipment and services being unavailable.** To discuss all event requirements, you may contact our Events Coordinator at 334-229-4530. For events in the Student Services Center, you may contact our Facility Manager at 334-229-7666.

DECORATIONS:

Hanging or taping materials on ceilings and walls is prohibited. No changes/modifications may be made to any room and/or space. All items, such as props and/or decorations must be removed from the area immediately after the event.

DAMAGES

All groups will be charged for all damages to the facility, which occur during their use, and also for clean-up which exceeds normal use. All trash must be removed at completion of the event. Additional clean-up fees will be charged when needed.

TICKETING/ADMISSION

All ticketing, ticket distribution or collection of admission for events held on campus is the sole responsibility of the Office of Auxiliary Enterprises. Event Sponsors will be charged for all ticket box office operations fees, such as ticket takers, ticket sellers, credit card processing fees, ticket printing fees, to the extent applicable. For more information, contact the Office of Auxiliary Services 334-229-4410.

FEES

Non-university organizations or non-university related events will be responsible for rental fees. University organizations are not normally charged a rental fee for functionally related use of the facility. However, both university and non-university groups are subject to applicable fees for services and labor incurred by the university for presentation of event (i.e. event set-up, technical support staff, custodians, ushers, security, event staff, fringe benefit fee, insurance, etc.).

ANNOUNCEMENT

A written confirmation received from the Office of Operations and Events Management must be received prior to any advertising or public announcement of event.

RESPONSIBILITIES OF SCHEDULING GROUPS

The advisor/event sponsor (or his/her designee) must be on site throughout the reservation and will be held responsible for the conduct of all members of the group while using university facilities. It is the responsibility of each group reserving the facility to be aware of all rules and regulations regarding scheduling of facilities. Recognized student organizations must follow all policies, procedures and regulations that have been set-forth by the Department of Student Affairs.

VENDORS

The sale of souvenir and novelty items by event sponsors and others, is permitted in designated areas only, which the vendor must lease space at a rate of \$200.

Office of Operations and Events Management
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