

ATTENTION! For multiple venue events, please fill out ONE form per building, date and time frame.



North Carolina A&T State University
University Event Center
RESERVATION REQUEST FORM

Memorial Union, Rm. 218 Greensboro, NC 27411 Telephone (336) 256-2058 Fax (336) 256-2060 www.ncat.edu

EVENT INFORMATION (Failure to complete this form may contribute to the delay in the confirmation of your event.)

Organization: (Please do not use abbreviations.)
Organization Type: Student Faculty/Staff Staff-Affiliated Community
Rental fee required for all Staff-Affiliated (Personal A&T employee events) and Community events.
Contact Person: Contact Number:
Address:
City: State: Zip: Email Address:
Event Name: Open to the Public?
Facility Desired: Alternate Facility:
Date Desired: (For recurring dates, please attach a separate sheet of paper listing all dates.)
Alternate Date: Estimated Attendance:
Times: Pre-Event: Start: End: Post Event:
Event Description:
Mode of Publicity: (Publicity should not begin prior to event confirmation.)

EQUIPMENT/RESOURCE REQUESTS (Specify the amount for each item selected. Please note: Resources are limited)

*Equipment/Resource available for use during MEMORIAL UNION EVENTS ONLY.

Tables and Chairs: Round 6 ft. 8 ft. Chairs
Microphones: Podium Cordless Floor Table Lavalier
Audio/Visual: Cassette/CD Player DVD Player *Television/VCR
Projector Equipment: *Overhead *Video DVD LCD *Screen
Additional Equipment: *Electrical Drop Cord * Stage *Flip Chart
Other:

Please draw a detailed SET-UP DIAGRAM in this box (Required for ALL Memorial Union events)

Diagram box with 'FOR UEC USE ONLY' header and fields for Scheduler, Date, and Reference #.

Please answer YES or NO to the following questions. If yes, please fill in the necessary information.

- Is this a Ticketed Event? _____ (Pre-Sale \$ _____ Door Sale \$ _____ *Door sales require Univ. Police Coverage*)
- Is this event a Fundraiser? _____ *All Student Org.'s are required to file a Fundraising Form with the University Events Center.*
- Is this a Catered event? _____ (Catering Company: _____ Contact Number: _____)
- Has a DJ been hired? _____ (DJ Name: _____ Contact Number: _____)
- COSA Fund Assistance? _____ *For registered Student Organizations only. See COSA Application.*

Yes! I would like my event listed as a HOT EVENT on the Events Website.

UNIVERSITY EVENTS CENTER POLICIES AND PROCEDURES (Please initial all policies)

- _____ 1. The University Event Center Reservation Request form must be completed and submitted to the University Event Center **TEN (10) WORKING DAYS** prior to any event in order to ensure timely processing, confirmation of availability, and any costs associated with the production of the event.
- _____ 2. All events taking place outdoors, held in venues holding 500 people or more, and/or requiring ticket sales/distribution are considered **MAJOR EVENTS**. These events often require extensive logistical needs, including but not limited to staging and sound/light equipment, campus security, furniture displacement, musical performance/theatrical productions, etc. All persons/organizations planning **major events** must complete and submit the University Event Center Reservation Request form and the Major Event Questionnaire to the University Event Center **NO** less than **THIRTY (30) DAYS** prior to the proposed event date. **NO EXCEPTIONS!!!** Major event requests will not be accepted via the on-line scheduling form.
- _____ 3. All major events soliciting payment for admission and/or offering **FREE** admission require ticketed admission and must be coordinated through the University Ticket Office *via* the University Event Center.
- _____ 4. Compliance with all University building policies and procedures is required at all times for all events. Inappropriate conduct or any misuse of a facility may result in the suspension and/or termination of the right to request or reserve space.
- _____ 5. Cancellation/Change of any event must be received by the University Event Center through written completion of the University Event Center Event Cancellation/Change form no later than **SEVENTY-TWO (72) HOURS** prior to the event. Failure to properly cancel a reservation will result in the forfeiture of the reservation deposit, suspension and/or termination of the right to request or reserve space, and/or full charge of all preparation costs for such event.
- _____ 6. Publicity concerning on-campus events/activities should not begin before the organization or the requester has received written confirmation of the reservation from the University Event Center. **THIS REQUEST FORM IS NOT A CONFIRMATION OF YOUR REQUEST.** Any written/online materials to be used for the marketing of on-campus events must first receive *stamped* approval from the Office of Student Development. Failure to procure such approval may result in the cancellation of the event and may result in the suspension and/or termination of the right to request or reserve space.
- _____ 7. The University Event Center may, at any time, reassign or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interest of the institution or such reservation is deemed outside of the overall University mission and goal.
- _____ 8. The University Events Center reserves the right to assign University Police coverage to any event deemed as a safety risk. The sponsoring organization will be responsible for paying all costs associated with the event. Please note that all events requesting door sales require University Police coverage. Please contact the University Police Department at (336) 334-7128 for security related price estimates.
- _____ 9. All Staff-Affiliated and Community events are subject to payment at the time of booking. **Staff-Affiliated** includes all personal events hosted by current University Employees (this does not include students participating in on-campus internships or work-study programs). Discounts vary based on space, and in some cases may not apply. **Community** includes all students, alumni, and off-campus organizations/customers. Full payment is required at time of booking for all Staff-Affiliated and Community space requests totaling \$250.00 and under. All space requests exceeding this amount require a deposit of \$250.00, with the remaining balance due two weeks prior to the event.
- _____ 10. Open flames are not permitted inside campus facilities. All outdoor activities utilizing open flames, particularly "Cook Outs", require a University issued Burn Permit. Burn Permits may be obtained from the Office of Environmental Health and Safety, after the event has been confirmed by the University Events Center. All safety requirements as issued by the Office of Environmental Health and Safety must be enforced at all times. The University Event Center, University Police Administration, and the Office of Environmental Health and Safety reserve the right to reassign or cancel confirmed reservations if, due to unforeseen or uncontrollable circumstances, the event poses a safety risk.
- _____ 11. Rental Equipment (tables, chairs, tents, etc.) ordered and secured by the sponsoring organization is the sole responsibility of the organization. Organization representatives must be present to set-up and breakdown resources and must secure equipment pick-up within 12 hours of event conclusion, unless other wise directed by the University Event Center. The University Event Center is not responsible for rental equipment.

I, the undersigned, have reviewed the policies set forth in this form and agree to all terms herein.

Requestor Signature _____

Name (Please Print) _____

Date _____

Advisor Signature *(For Student Organizations Only)* _____

Advisor Name (Please Print) _____

Date _____