**ROOM RESERVATION FORM**

Must be filled out at least 2 weeks prior to event

Name of event:

Describe the event activity:

Estimated attendance:

Is there an entry fee/admission fee/registration charge?

If yes, how much:

Will merchandise or services be sold/promoted from an outside source?

Will food/beverage be served?

Date:

Start and end time:

Set up and Tear Down Time:

Contact person in attendance at event (+cell number):

Facility requested (Ex. classroom, quad):

Will there be audio amplification?

Additional services: (Please specify if any are needed and the amount)

-Facilities: tables, chairs, podium, portable stage, recycling container, trash container, electrical needs, water needs, portable toilets, barricades, other

-A/V-Technology:

-Parking:

-Police Coverage:

-Miscellaneous: piano, risers, stage lighting, lifeguard, supervisor, or technician

-Special needs for the disabled: