

SPACE REQUEST FORM - COLLINS LIVING LEARNING CENTER

TO ENSURE CONSIDERATION, THE FRONT OF THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED TO THE **COLLINS DUTY OFFICE** AT LEAST **7 DAYS PRIOR** TO THE EVENT.

Please plan to attend the Community Council meeting at which your request will be reviewed.
If you cannot attend, please attach a complete description of your event.

1. Title and Sponsorship

Today's Date: _____
Title of Event: _____
Estimated Attendance: _____
Sponsoring Organization: _____
Person Responsible: _____
Phone: _____ Email: _____

If not a Collins Group:

Advisor's Name: _____
Advisor's Phone: _____
Advisor's Email: _____

2. My Event is on:

Date(s): _____
Day(s) of the week: _____

My Event begins at: _____ am ___pm
My Event ends at: _____ am ___pm

Set-up starts at: _____ am ___pm
Clean-up finished by: _____ am ___pm

3. Location Request (indicate 1st and 2nd choice):

Large _____ Coffeehouse*
_____ Edmondson Formal Lounge
_____ Edmondson Basement Classroom
_____ Courtyard*
_____ Dining Hall* (SPECIAL REQUEST)
Medium _____ Cravens B Classroom
_____ Cravens C Classroom
_____ Collins Cinema
_____ Collins Library (SPECIAL REQUEST)
Small _____ Conference Room
_____ Other _____

*Public events must take place in one of these

4. Type of Event:

_____ meeting/discussion group
_____ performance
_____ film showing
_____ class/workshop/lecture
_____ recreation
_____ ADVERTISING ONLY – NO
SPACE NEEDED.
_____ other _____

5. Brief Explanation of Event:

6. Additional Requests

Admission fees **may not be charged** for any event taking place at Collins. Donations cannot be **required** for entry.

_____ I wish to collect monetary donations.
_____ I wish to collect non-monetary donations.
_____ I am going to use decorations:

_____ I would like to chalk in the Collins Courtyard. *Note: Chalking is allowed only on cement walkways. No chalking within 10 feet of any building, on limestone, or anywhere on the steps or veranda. Chalk must be removed with water within 24 hours after the event is over. If Collins custodial staff needs to remove chalk, you may be charged a fine.*

_____ I would like to hang a banner in the Edmondson Lobby for 24 hours.

_____ I would like to have an info table outside the Dining Hall. *Note: Limited to 2 per week per group/event. No active solicitation, please. Return table and chair to Coffeehouse when done.*

_____ I would like to place table tents in the Dining Hall for one day (indicate date above). *Note: Table tents can only be used for Collins events).*

Special Equipment: Attach an Event Tech Request Form to this sheet if you need any of the following: TV, DVD Player, VCR, projector, screen, lighting, sound equipment.

Food Service Request: If you would like to request food or drinks from Dining Services, please contact the Collins Dining Hall Manager.

Room/space must be tidy and all furniture must be returned to its original position when your event is over. If the Collins custodial staff needs to clean up or move furniture back, you may be charged a fee.

My signature:

Date: _____

Signature indicates knowledge of and an agreement to comply with Residence Hall and University policies and procedures as well as with state laws.

OFFICE USE ONLY

Special Conditions:

Public gatherings, large social events, outdoor activities, fund raisers, and certain other events require additional authorization from the Student Activities Office or the Division of Residential Programs and Services and may require security arrangements.

Authorization Needed: ___ Yes
 ___ No

Security Needed: ___ Yes
 ___ No

Security Arranged (date): _____

Student Activities Approval By: _____

Approval:

Approved by: ___ Residence Manager Denied by: ___ Residence Manager
 ___ Dining Hall Manager Denied by: ___ Dining Hall Manager
 ___ Library Supervisor Denied by: ___ Library Supervisor

Comments, changes, restrictions, or reason for denial of request:

Name (print): _____

Signature: _____ Date: _____