SPACE REQUEST FORM - COLLINS LIVING-LEARNING CENTER

TO BE CONSIDERED AT ALL, THE FRONT OF THIS FORM MUST BE COMPLETED IN FULL AND APPROVED BY THE COLLINS COMMUNITY COUNCIL 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

Title of Event: __________________________
Today’s Date: __________________________
Estimated Attendance: ___________________
Sponsoring Organization: ________________
Person Responsible: _____________________
Phone: ___________________ Email: __________

If not a Collin Group/Resident:
Advisor’s Name: _________________________
Advisor’s Email: _________________________
Collins Resident:* _______________________

*Required for off-campus orgs

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)
___Clubhouse space:

Small
___Conference Room
___Table outside of the Dining Hall*
___Other: __________________________

*Public events must take place in one of these accessible spaces

4. Type of Event:

___ meeting/discussion group
___ performance
___ film showing
___ class/workshop/lecture
___ recreation
___ tabling
___ 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 non-monetary donations, such as:

___ I am going to use decorations, such as:

___ 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.

___ I would like to hang a banner in the Edmondson Lobby for 24 hours (for official Collins events only) on this date:

___ I would like to create and put up table tents in the Dining Hall for up to seven days (indicate dates below):

___ I would like to create an advertisement for the TV by the grill line; please contact me with more information at this email address:

Special Equipment: Fill out an Event Tech Request Form if you need any of the following: DVD Player, projector, screen, lighting, sound equipment AND you are not requesting the Clubhouse Cinema.

Film Screening Request: Please submit this form a month in advance so that we may purchase the film rights.

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.
CC Chair comments, changes, restrictions, or reason for denial of request:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Approved by
Signature: ___________________________ Date: _________________

RESIDENCE
MANAGER NOTES

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