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)

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

*Public events must take place in one of these

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).

___ I would like to create and put up table tents in the Dining Hall for up to five days (indicate dates below); Note: table tents can only be used for Collins or RPS

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

Food Service Request: If you would like to request food or drinks from Dining Services, please contact the Collins Dining Hall Manager. There is a fee for this service.

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.
FOR USE OF
COUNCIL CHAIR
ONLY

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

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Approved by
Signature: ____________________________ Date: ________________

RESIDENCE
MANAGER NOTES

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