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

___I would like to create and place ads in table spinners in the Dining Hall for up to seven days (Sunday-Saturday, indicate dates here; attach sample ad with this request):

___I would like to create an advertisement for the TV by the grill line; please contact me with more information at this e-mail 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:

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

Approved by
Signature: __________________________   Date: __________________________

RESIDENCE
MANAGER NOTES

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