

SPACE REQUEST

Please complete this form by including all requested information.

Submission of this form does NOT constitute a reservation.

You will be contacted via email by University Event Scheduling with confirmation. Incomplete requests will delay scheduling.

Host Department/Organization _____

Department/Organization Account Number _____

Authorized Contact Name _____

Phone Number _____ **Email** _____

Event Title _____ **Expected Attendance** _____

Event Date _____ **Start Time** _____ **End Time** _____ **Set-up Time** _____

Event Type

- Meeting Lecturer/Speaker Workshop Standing Reception Seated Meal Concert/Show Other: _____

Event Participants Campus Community General Public Invite Only Paid Participants

Admission Fee/Donations? No Yes, amount: \$ _____

Catering and Food Service None AU Catering Off-Campus Vendor, name: _____

Pre-packaged/Store bought Other/Non-commercial, from: _____

Are you hosting a non-AU organization? No Yes, name: _____

Please describe the event in detail: _____

Building/Space Preference

First Choice _____

Second Choice _____

Third Choice _____

Set-up* (Examples provided on back of form)

- Hollow Square Theater
 Standing Reception Classroom
 Banquet/Seated Meal U Shape
 Circle Other (please draw a diagram)

Additional University Center Equipment

- Table-Top Podium Standing Podium (limited locations) Easels (qty:____) Directional Arrows

Audio Visual Requirements

- Computer Data Projector (LCD Projector) VHS Player MP3 Player Connection
 DVD Player Audio CD Player Computer Audio Cable
 Color Monitor Transparency Projector Digital Audio Recorder
 Projection Screen Slide Projector Mini DVD Camcorder
 Public Address System
 Podium Mics (qty:____) Table Mics (qty:____) Stand Mics (qty:____)
 Wireless Lav Mics (qty:____) Handheld Wireless Mics (qty:____) Mult Box (for press feeds)

University Event Scheduling reserves the right to relocate your preferred request according to appropriateness/availability.

Some fees may apply based on space, services, or equipment associated with the event.

Signatures

By signing below, I agree to abide by all University Center and campus regulations regarding the use of space and I agree to restore the space to an orderly condition for the next user. I also recognize that this is a request for space, not a confirmation and that I should not advertise this event until I have received a confirmation from University Event Scheduling.

Authorized Dept./Organization Rep **Date**

Student Organization Advisor **Date**

Room Set-Up Styles

Please indicate set-up preference

**Please note that due to varying sizes, some set-up styles may not be suitable for certain MGC or Butler Pavilion rooms. Room capacity may also change depending upon set-up style and special needs.*

Classroom Style

* NOT recommended for MGC 244 or Butler Conference

	<p><u>Room Capacity</u></p> <p>MGC 200: 24 (+13) MGC 203/205: 24 MGC 245: 18+ (+6) MGC 247: 18 (+6) Butler Board Room: 28</p>
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Theater Style

* NOT recommended for MGC 244 or Butler Conference

	<p><u>Room Capacity</u></p> <p>MGC 200: 60 MGC 203/205: 45 MGC 245: 36 MGC 247: 36 Butler Board Room: 150</p>
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Hollow Square

* Additional seating may be requested

	<p><u>Room Capacity</u></p> <p>MGC 200: 24 (+20) MGC 203: 12 MGC 205: 12 MGC 203/205: 24 MGC 244: 8 MGC 245: 24 (+6) MGC 247: 24 (+6) Butler Board Room: 28 Butler Conf.: 24 (+6)</p>
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U-Shape

* NOT recommended for MGC 244

	<p><u>Room Capacity</u></p> <p>MGC 200: 20 (+20) MGC 203: 10 (+4) MGC 205: 10 (+4) MGC 203/205: 20 (+8) MGC 245: 18 (+6) MGC 247: 18 (+6) Butler Board Rm: 24 (+30) Butler Conference: 20 (+6)</p>
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Banquet

* NOT recommended for MGC 203, 205, 244, or Butler Conference

	<p><u>Room Capacity</u></p> <p>MGC 200: 36 (seated); 24 (buffet) MGC 203/205: 36 (seated); 24 (buffet) MGC 245: 30(seated); 24 (buffet) MGC 245: 30(seated); 24 (buffet) Butler Board Room: 96 (seated); 72 (buffet)</p>
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Reception

*NOT recommended for MGC 203, 205, 244, or Butler Conference

<p>No Tables, No Chairs</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 20px auto; text-align: center; line-height: 40px;">Food</div> <p>No Tables, No Chairs</p>	<p><u>Room Capacity</u></p> <p>MGC 200: 60 MGC 203/205: 50 MGC 245: 40 MGC 247: 40 Butler Board Room: 200</p>
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Circle

* NOT recommended for MGC 244 or Butler Conference

	<p><u>Room Capacity</u></p> <p>MGC 200: 40 MGC 203: 20 MGC 205: 20 MGC 203/205: 40 MGC 245: 40 MGC 247: 40 Butler Board Room: 80</p>
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Other (Please indicate set-up style in space provided and/or placement of AV/podium/etc.):