



EVENING FACILITY RESERVATION

EVENT DATE _____

SETUP TIME _____ START TIME _____ END TIME _____ CLEANUP COMPLETED _____

EVENT NAME _____

FACILITY NEEDED

- CAREER CENTER
- COMMONS
- FORUM
- LIBRARY
- GYM Main Bleachers (west) Small Bleachers (east)
- RESOURCE AREA Bay Sky Mountain
- CLASSROOM -- Room #'s _____
- FOOD -- will any food be served? Yes No
If you plan to serve food, you must contact Marcy Brown (x5141) and receive permission.
- OFF CAMPUS (location) _____

SPECIAL INSTRUCTIONS/SETUP: (NO setups for banquets. Please clean up after event, e.g., litter)

- Tables _____
- Chairs _____
- AV Equipment _____

Additional cost for custodial help is \$25/custodian/hour. The Forum requires extensive time for set-up. Please **attach a drawing** of desired room arrangement if different than usual.

ORGANIZATION/GROUP _____

CONTACT PERSON _____

ADDRESS _____ PHONE _____

RETURN TO: LeAnn Young – Activities/Athletics Office (Room B214)

RESERVATION CONFIRMED

BY _____ DATE _____

- Copies as needed to:
- Mike Helmick, Custodial
 - Amy Brewster, Forum
 - Marcy Brown, Food Service
 - Ron Cowan, Business & Operations
 - Other _____

EVENING FORUM EVENT REQUEST

EVENT DATE/DAY _____ EVENT NAME _____

SPONSORING ORGANIZATION _____

CONTACT PERSON _____ PHONE NO. _____

TIMES:

Load in/Set up	_____	a.m./p.m.
Rehearsal Begins	_____	a.m./p.m.
Rehearsal Concludes	_____	a.m./p.m.
Doors Open	_____	a.m./p.m.
Event Begins	_____	a.m./p.m.
Event Concludes	_____	a.m./p.m.
Load out/Clean up Completed	_____	a.m./p.m.

I request the use of the following seating areas (if available):

- Fixed Seating with inner wall ("small" setup – seats 160)
- Fixed Seating plus Cafeteria Chairs with outer wall ("small to medium" setup – 160 to 300 chairs)
Please indicate how many chairs needed _____
- Fixed Seating plus Bleacher Seating with outer wall ("large" setup – seats 400)
This setup requires more advance notice, man hours, and planning. You must have approval from the Activities Coordinator before selecting this option.

I request the use of the following staging areas (if available): **PLEASE ATTACH DRAWING**

- Pit only
- Pit and Apron
- Pit, Apron, and Projection Screen
- Pit, Apron, and ½ Stage
- Pit, Apron, and Full Stage

I request the following tech support staff (if available):

- | | | |
|---|---|--|
| <input type="checkbox"/> Sound Operator | <input type="checkbox"/> Curtain Operator | <input type="checkbox"/> Backstage Grips |
| <input type="checkbox"/> Light Operator | <input type="checkbox"/> Stage Manager | <input type="checkbox"/> AV Operator |

NOT GENERALLY AVAILABLE: Cassette Players, CD Players, TV/VCRs, Overhead Projectors, Video Projectors, Computers, Scan Converters, etc. The sponsoring group will need to make outside arrangements for this equipment.

ADDITIONAL CHARGES: Custodial, Tech Support Staff.