Medaille College

Date of Application:

# EVENT REGISTRATION FORM

This form *MUST* be completed for all events and meetings

| Date of Event | Set up by:<br>Take down by: | Event Begin Time:<br>Event End Time: | Building/Room |
|---|---|---|---|

| Event Name, Group, or Committee | Number of People | ☐ Student Organization<br>☐ Medaille Community<br>☐ External Organization |
|---|---|---|

| Contact Person | Contact Phone# | Contact E-Mail Address |
|---|---|---|

***VICE PRESIDENT FOR STUDENT DEVELOPMENT SIGNATURE IS REQUIRED FOR THE USE OF ALCOHOL AT ALL COLLEGE EVENTS***

Quantity: _____ Serving Begin Time:_____ Serving End Time:_____

VICE PRESIDENT FOR STUDENT DEVELOPMENT SIGNATURE:_____

## *REQUIRED SIGNATURES (1 - 4 below)*

**Once the form is complete, please forward to:**

1. **Michelle Kreib** for the President's Dining Room, Buffalo Campus Foyer, M104 & H201: conf. room (form not required for H201)
2. **Mary M. Johnson** for usage of the Sullivan Center, Gym, Quad, Academic Commons 4th Floor Café, Events Arena
3. **Dean Angle** for usage of the Lecture Hall, Computer Labs (M310, H216, H217, & D222) & All Classrooms and Physical Science / Vet.Tech. Labs
4. **Samantha Purpora** for usage of the Library Conference Room (form not required for Library Conference Room)

**Name / Signature of Requesting Party:**

**Approval or Reason for Denial, Signature & Date:**

## DESCRIPTION OF SET-UP

*(REQUIRED: THERE WILL BE NO SPECIAL SET-UP WITHOUT DESCRIPTION OR DIAGRAM)*

| | YES | NO |
|---|---|---|
| **Do you require catering through Chartwells?** **Please check box for extra garbage cans:** ☐<br>Contact Mark Metz or Janet Elis to finalize food and beverage arrangements (880-2106)<br>*Requestor must notify Chartwells when event ends * | ☐ | ☐ |
| **Do you require tables for food set-up?**<br>If yes, how many? _____ | ☐ | ☐ |
| **Do you require extra chairs / tables?**<br>If yes, how many chairs? _____ If yes, how many tables? _____ | ☐ | ☐ |
| **Do you require any special furniture arrangement? (No special set up without specification.)**<br>If yes, ☐ classroom ☐ theater ☐ U-shape ☐ square ☐ Other (diagram attached) **See notes below** | ☐ | ☐ |
| **Do you require any special equipment (flags / rugs / curtains / etc.)?**<br>If yes, please explain:<br>Special set-up diagrams must be sent to facilities@medaille.edu at time of room reservation | ☐ | ☐ |
| **Do you require any special IT equipment?**<br>If yes, please contact Chet Klimek / IT at http://it.medaille.edu/av | ☐ | ☐ |
| **Do you require any special accommodations for individuals with disabilities?**<br>If yes, please contact Sarah Mecca at 566-3088 | ☐ | ☐ |

**Special Notes/Considerations/Overnight Storage:**

- A set-up meeting may be necessary to determine the needs and feasibility of the event
- Contact Public Safety if reserved parking is needed
- Any student or school approved organization requesting a room must obtain the signed approval of the supervising faculty / staff member before the request can be reviewed
- Scheduling of College events *MUST* take precedence over all reservations
- The College reserves the right to cancel these reservations (1) if it conflicts in any way with the policies or regulations of the College (2) if it violates any federal, state or local law
- All outside entities reserving space on Campus are required to file Certificate of Liability Insurance / Hold Harmless Agreements before space is reserved; rental fees for all Campus space apply.