STUDENT ORGANIZATION FACILITY REQUEST FORM

(Revised July 2018)

Today's Date: _____ Event is open to: Members only _____ All campus _____ Estimated attendance: _____

Facility Requested: _____ Applicant's name: _____ E-mail: _____

Organization: _____ Name of Event: _____ Phone #: _____

All outdoor events must secure an INDOOR RAIN LOCATION. Complete separate form for this & indicate on form that this is your rain location. A different location may *require a different setup.*

Type/Description of Event: ____ Fundraiser ____ Meeting _____ Game/Practice _____ Initiation/New member presentation

____ Volunteer ____ Social _____ Recruitment/Intake _____ Program/Presentation

Setup needed: If setup is not listed on this form, accommodations will not be made.

Chairs # _____ **Tables #** _____ **Sound:** yes ____ no ____ **Video:** yes _____ no _____ **Bleachers pulled out in Sproles:** yes____ no____

Podium: yes _____ no _____

Arrangement of tables/chairs (be specific) - additional needs:

Event Date(s) MM/DD/YY	Time Reserved (circle AM PM)		Actual Event Time (circle AM PM)	
	Set-up begins	Clean-up ends	Start time	Ending time
/ /	AM PM	AM PM	AM PM	AM PM
/ /	AM PM	AM PM	AM PM	AM PM
/ /	AM PM	AM PM	AM PM	AM PM
/ /	AM PM	AM PM	AM PM	AM PM
/ /	AM PM	AM PM	AM PM	AM PM

If more dates are needed, please attach a separate piece of paper to this form, with each individual date listed.

FOOD

Will you have food at your event? Yes ____ No ____

If food is to be consumed at this event, obtain a signature from Nancy Goplerud, director of ARAMARK, that you have discussed this with her.

Food will be delivered and set up: _____ Food will be picked up by organization: _____

_____
Signature - Director of ARAMARK

EVENT PROTECTION/SECURITY FORM

Security will be needed: ____ **yes** ____ **no** **Initialed by chief of police:** _____

The chief of University Police will determine the number of officers needed to work the event. The cost of security officers is $25 per hour/per officer and must be paid for 30 minutes before the starting time of the event, and 30 minutes after the ending time of the event. Payment is due no later than 3 p.m. on the day before the event. **Make payments in the office of the Lander University Police Chief**. The individual and/or organization responsible for the payment will not be allowed to hold this event or any other event on campus until this is paid in full.

Estimated attendance: _____ Starting time of event: _____ Ending time of event: _____

hours security is needed: _____ Security starting time: _____ (includes 30 minutes before event) Security ending time: _____ (includes 30 minutes after event)

of hours _____ at $25 per hour = $ _____ X # of officers _____ = (Total amt. owed) _____

ASSIGNED OFFICER:	TIME IN:	TIME OUT:	FEE:
1. _____	_____	_____	_____
2. _____	_____	_____	_____

DATE PAID: _____ TIME PAID: _____ _____ TOTAL PAID: _____

Signature - Chief of Police

1. _____
President's signature & e-mail Date

2. _____
On campus advisor's signature & e-mail Date

3. _____
Student Activities signature Date

4. _____
Date security is approved *Date* technical fee is paid

5. _____
Area facility coordinator's signature Date

6. _____
Reservation # Date

(Form updated July 2018)

INSTRUCTIONS FOR COMPLETE STUDENT ORGANIZATION SPACE RESERVATION FORM

Every effort will be made to provide facilities to accommodate university departments, divisions, and registered student organizations through the facility reservation process. Due to the limited number of available facilities, the university will reserve the right to assign and/or change locations for groups utilizing university facilities in order to gain the most efficient use of the facilities. Requests for a facility may be denied due to a lack of available university personnel to perform a specific job function such as custodial, security, lighting and sound technicians, stage crew, etc. In addition, the university may deny requests for facilities due to conflicts with class schedules, special events or activities, or other university-wide events such as EXPO, Welcome Week, and Homecoming.

STUDENT ORGANIZATION FACILITY REQUEST FORMS/SECURITY FORMS

1. Facility forms, fundraiser forms and volunteer forms are accessible on the Lander website under Student Activities > forms & facility requests. Fundraiser and volunteer form requests may be submitted online. However, facility forms must be printed out in order to obtain the necessary signatures, and the completed forms should be brought to the Student Activities Office. ***The security request form is now included on the facility form.*** If you are in doubt as to whether your event will need security, please take the form to the LUPD office and talk with an officer. They will let you know if you do need security, and if so, how many officers. Please complete all of the security portion before you bring to Student Activities.

TIME FRAME TO REQUEST A FACILITY

2. The request for a facility **must be completed two weeks prior to the event.** Requests will not be accepted if it is submitted less than ***two weeks*** prior to the event. Events held on campus may not be advertised as open to the public.

PROCESS

3. Complete facility form and obtain signatures **in the order they are numbered.** List each date the facility is needed (not just *"every Wednesday"*.) Take the completed form to the Student Activities Office for discussion and approval. **You must obtain a signature from one of the Student Activities Office staff.**

4. **Faculty/staff advisors must be present** at all events held in the Cultural Center Auditorium, Horne Arena, or Sproles. Other programs must be evaluated by the director of Student Activities for need of faculty/staff advisor presence.

5. A technology-trained member of an organization must be present to use SMART classroom equipment.

6. The student takes the facility form to the appropriate area coordinator for the facility requested. These area coordinators (listed below) will schedule the facility if available.

7. The Bearcat Lounge may **not** be closed for student organization events/meetings and can only be reserved if the event is open to the entire student body. In the event the Bearcat Lounge is being used, students should not be asked to leave the space or feel unwelcome during set up or the duration of the event. The Bearcat Lounge serves first the purpose of being a student lounge space and second to holding an event. In no given week should events be taking place in the lounge more than it is being used for general student usage.

SETUPS/TECHNICAL ASSISTANCE

8. List any setups needed (tables, chairs, etc.). If these aren't listed on the facility request ***and*** the confirmation, your organization **WILL NOT** have them at your event.

FOOD

9. **ARAMARK Food Service has an exclusive contract to provide all food on campus.** This rule encompasses anything from snacks brought for your meetings to a large catered event. You must have a signature from Nancy Goplerud to indicate that you have discussed food options with her.

ADVERTISING

10. Once the organization president receives confirmation for the facility, fundraiser, volunteer, and security, ***the event may be advertised. All flyers must be approved and stamped by the Student Activities Office.***

PLEASE BE AWARE:

If you no longer need a facility, please contact the area coordinator or Elizabeth McCune to cancel your request, preferably 48 hours in advance.

All facilities must be left in clean condition with furniture in the original location.

COORDINATOR OF FACILITIES SCHEDULING

Elizabeth McCune, Facilities Coordinator emccune@lander.edu 388-8335 CPO Box 6062 CC 382
www.lander.edu/facilities_scheduling

AREA	COORDINATOR	TELEPHONE	CPO BOX	OFFICE
Arena, Athletic Fields	Heather Pilgram (hpilgram@lander.edu)	8316	CPO 6016	AC 100
Barratt Hall	Mary Jo Carpenter (carpenter@lander.edu)	8394	CPO 6027	BH 124
Centennial Hall (multipurpose room)	Zach Helms (ehelms@lander.edu)	8709	CPO 6019	GC 325
Cultural Center, Auditorium, Commons, Assembly Plaza, Amphitheatre	Eddie Shaw (eshaw@lander.edu)	8406	CPO 6033	CC 385
Dawson Room	Nancy Goplerud (catering@lander.edu)	8723	CPO 6021	GC 340
Grier Center, Sproles, PEES Circle, JL Steps, outdoor lawn areas, Bearcat Lounge	Jen Ford (jford@lander.edu)	8730	CPO 6053	GC 336
Laura Lander Hall	Tammie Mallory (tmallory@lander.edu)	8137	CPO 6029	LL 314
Learning Center	Helen Lewis (hlewis@lander.edu)	8948	CPO 6008	LC 109F
New Residence Hall	Alex Drake (adrake@lander.edu)	8906	CPO 6019	GC 322
PEES Center	Matthew Gilstrap (mgilstrap@lander.edu)	8313	CPO 6042	PS 242
Science Building	Tammie Mallory (tmallory@lander.edu)	8137	CPO 6029	LL 314