

University Center Scheduling Office Reservation Request Form

Please note that the completion of this form does not guarantee space. Once a reservation is approved, a confirmation will be sent to the email you provided.

Event Information

Yes, I want this event published to the University Event Calendar.

Dept/Organization _____ Department Phone _____

Name of Event _____

Type of Event (Circle Below)

Meeting Meal/Reception Performance/Practice Social/Party Movie Exhibition/Info Table Banner

Other: (Please specify) _____

Estimated number of people attending: _____

Building and Room **OR** Space Preference (If known) _____

The scheduling office reserves the right to assign spaces at their discretion in order to utilize space efficiently. If you require assistance in choosing the best space for your event, please contact scheduling personnel at 678-2041.

Single event:

Date(s): _____

Mon Tue Wed Thur Fri Sat Sun

OR

Recurring event:

Weekly, Every other week or Monthly?

Mon Tue Wed Thur Fri Sat Sun

Start Date: _____ End Date: _____

Building / Room Unlocked by: _____ AM/PM

Event Starting Time: _____ AM/PM Event Ending Time: _____ AM/PM

Is this a fundraiser? Yes / No Will anything be sold ? Yes / No

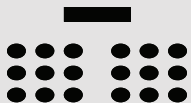
Will admission/registration be charged? Yes / No Will off-campus guests be invited? Yes / No

Will Dr. Raines be speaking at your event? Yes / No Will additional VIPs be attending your event? Yes / No

If yes, who: (i.e., elected officials, ect . . .) _____

Set-up/Equipment needed

Row Seating



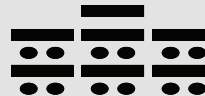
Conference*



Dining*



Classroom*



Hollow Square*



Special _____
(If special set-up, please provide a sketch.)

Additional Equipment (Circle below)

*Outdoor Sound System

Indoor Sound System

*Projector: LCD Screen

*Laptop Computer

*TV/DVD

Easel # _____

MP3/Background Music

Podium

Spotlight # _____

Tabletop Podium

Conference Phone

Microphone # _____

Stage Sections (4'x8') # _____

*Smart Cart

Internet Connection

Additional Information concerning Set-up or Equipment needed _____

**Additional equipment charges may apply*

Please contact technical personnel for additional information regarding set-up and equipment at 678-5677.

Confirmation & Billing Information

Please note that once your reservation request has been filled, you will receive a confirmation and estimate of charges (if applicable) via the email address you provided below. You should not assume a space request has been granted until you receive written confirmation. For additional information, please contact our billing personnel at 678-3075.

Name of Requestor _____

Organization or Department Name _____

RSO Campus Department Non-Profit Organization Business/Individual

Requestor Phone # (_____) _____ Email _____

Billing Address: _____

Budget/Account # _____ (department only)

Signature (Must be Budget Administrator or Organization Officer)

_____ Date _____

Advisor's Signature (if required)

_____ Phone: _____ Date: _____

Food Information (Check one)

Tiger Dining (Separate orders must be placed through Tiger Dining.) Served Meal **or** Buffet? (circle one)

What is requested set-up time? _____ When do you want Food Service removed? _____

Tiger Dining is the exclusive catering service for the University of Memphis. All food at events on campus must be catered through Tiger Dining except for the options listed below. In the event that Tiger Dining declines to cater your event, you may request permission to use an off-campus caterer with a food exception form. Catering requests should be made at least one week prior to your event. To place an order with Tiger Dining; please contact the catering office at 678-2046.

No Food Planned \$200 Food Exception Pizza

Outdoor Amplification Requested

Please note that requests for outdoor events with amplification are NOT normally permitted during class hours. Exceptions are normally considered for Fridays between 12:30 and 1:30pm on the Student Plaza. Other exceptions may be considered, but are rarely approved.

Approved Disapproved **Authorized** Signature: _____ Date: _____

Parking

Zach Curlin Garage Rental
 Special Event Parking
 No Parking Option

<- FOR OFFICE USE ONLY->
(please do not write in these spaces)

Police

More than 100 off-campus attendees?
 Cash protection required?
 Late Night Party?

For Your Information

- *One week notice must be given for all special set-up and/or equipment needs.
- *Charges will be assessed for damages, extra custodial needs, or extra building hours resulting from an event.
- *You must carry a copy of your confirmation with you to your event.
- * You should receive a confirmation from the scheduling office no later than 3 days after the form has been submitted.
- *Please return this form to the Panhellenic Building, Room #110. Retain a photocopy for your records.
- *This form replaces FORM B, FORM C, R25 Request Form, Parking Form, Police Form and Outdoor Amplification.



email: reservations@memphis.edu
Phone: (901) 678-2041
Fax (901) 678-5591

Revised 01/2009