



North Carolina A&T State University

Student Center

RESERVATION REQUEST FORM

Student Center Suite 368, Greensboro, NC 27411 Telephone (336) 285-2580 Fax (336)334-7131

http://www.ncat.edu/student-affairs/student-service/university-events/

CONTACT INFORMATION

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

EVENT INFORMATION

Organization (if applicable): \_\_\_\_\_
(Please do not use abbreviations.)

Organization Type: (check one)
Affiliated: Any meeting coordinated by current university employees/students hosting non-university related personal events.
Non-Affiliated: Any meeting or event coordinated by a for-profit or non profit that is not associated with NCA&TSU, or an individual requesting space for private use.

Event Name: \_\_\_\_\_ Open to the Public? \_\_\_\_\_

Space Desired: (check all that apply)
Small mtg room (8-40) Medium mtg room (41-99) Large mtg room (100 +) Ballroom Lobby

Event Date(s): \_\_\_\_\_ Alternate Date(s): \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Set-up Time: \_\_\_\_\_ Event Take-down Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Advertising Method: \_\_\_\_\_ (Advertising should not begin prior to event confirmation)

Is this a ticketed event? \_\_\_\_\_ (Pre-Sale \$ \_\_\_\_\_ Door Sale \$ \_\_\_\_\_ (Door sales require Univ. Police Coverage)

Is this a catered event \_\_\_\_\_ Will there be a DJ? \_\_\_\_\_

EQUIPMENT/RESOURCE REQUEST (Specify the amount of each item selected. Please note resources are limited)

Tables: \_\_\_\_\_ Round Table \_\_\_\_\_ Rectangle Table \_\_\_\_\_ Cocktail \_\_\_\_\_ Chairs: \_\_\_\_\_

Microphones: \_\_\_\_\_ Cordless \_\_\_\_\_ Wired \_\_\_\_\_ Lavalier Audio/Visual: \_\_\_\_\_ Projector/Screen \_\_\_\_\_ Sound System

Other Resources : \_\_\_\_\_

Please provide a brief description of your event:

Blank lines for event description

FOR UNIVERSITY EVENT CENTER USE ONLY

Scheduler: \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Reference #: \_\_\_\_\_

Please initial each number indicating you have read and agree to the terms and condition of the Student Center  
Reservation Request form

- \_\_\_\_\_ 1. **Minor Events:** Reservations must be submitted at least **Fifteen (15) WORKING DAYS** prior to the proposed event date to ensure timely processing, confirmation of availability, and any costs associated with the production of the event. Minor events require minimal logistical support; it may include small sound system, table/chair request, security, parking services, etc.
- \_\_\_\_\_ 2. **Major Events:** Reservations must be submitted at least **Thirty (30) WORKING DAYS** prior to the proposed event date to ensure timely processing, confirmation of availability, and any cost associated with the production of the event. Events require extensive logistical needs including, but not limited to staging, large audio/visual equipment, security/police, parking services, facilities department, ticket office etc. These events often time require extensive logistical needs, including but not limited to staging, sound/light equipment, campus security, musical performance/theatrical productions, etc.
- \_\_\_\_\_ 3. Compliance with all University building policies and procedures is required at all times for all events. Inappropriate conduct or any misuse of a facility may result in the suspension and/or termination of the right to request or reserve space.
- \_\_\_\_\_ 4. Cancellation/Change of any event must be received by the University Event Center through written completion of the University Event Center Event Cancellation/Change form no later than **SEVENTY-TWO (72) HOURS** prior to the event. Failure to properly cancel a reservation will result in the forfeiture of the reservation deposit, suspension and/or termination of the right to request or reserve space, and/or full charge of all preparation costs for such event.
- \_\_\_\_\_ 5. Publicity concerning campus events/activities should not begin before the organization or the requester has received written confirmation of the reservation from the University Event Center. **THIS REQUEST FORM IS NOT A CONFIRMATION OF YOUR RESERVATION.** Any written/online materials to be used for the marketing of on-campus events must first receive stamped approval from the Office of Student Development. Failure to procure such approval may result in the cancellation of the event and may result in the suspension and/or termination of the right to request or reserve space.
- \_\_\_\_\_ 6. The University Event Center may, at any time, reassign or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interest of the institution or such reservation is deemed outside of the overall University mission and goal.
- \_\_\_\_\_ 7. The University Events Center reserves the right to assign University Police coverage to any event deemed as a safety risk. The sponsoring organization will be responsible for paying all costs associated with the event. Please note that all events requesting door sales require University Police coverage.
- \_\_\_\_\_ 8. All Affiliated and Non Affiliated events are subject to payment at the time of booking. **Affiliated:** Any meeting coordinated by current university employees/students hosting non-university related personal events. **Non-Affiliated:** Any meeting or event coordinated by a for profit or non profit that is not associated with NCA&TSU, or an individual requesting space for private use. A 50% non refundable deposit is required at time of booking for all space request totaling \$1000.00 and under. A \$500.00 non-refundable deposit is required for all space request exceeding \$1000.00, with the remaining balance due two weeks prior to the event.
- \_\_\_\_\_ 9. Open flames are not permitted inside campus facilities. All outdoor activities utilizing open flames, particularly "Cook Outs", require a University issued Burn Permit. Burn Permits may be obtained from the Office of Environmental Health and Safety, after the event has been confirmed by the University Events Center. All safety requirements as issued by the Office of Environmental Health and Safety must be enforced at all times. The University Event Center, University Police Administration, and the Office of Environmental Health and Safety reserve the right to reassign or cancel confirmed reservations if, due to unforeseen or uncontrollable circumstances, the event poses a safety risk.
- \_\_\_\_\_ 10. Rental Equipment (tables, chairs, tents, etc.) ordered and secured by the sponsoring organization is the sole responsibility of the organization. Organization representatives must be present to set-up and breakdown resources and must secure equipment pick-up at the event conclusion, unless otherwise directed by the University Event Center. The Student Center is not responsible for the storage of equipment.

***I, the undersigned, have reviewed the policies set forth in this form and agree to all terms herein***

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date