



ROOM/EVENT RESERVATION REQUEST FORM

GENERAL INFORMATION

Date Submitted: _____

Organization: _____

Representative's Name: _____

Phone/Email: _____

*** Required Information:**

* Name of Faculty Advisor: _____

* Faculty Advisor's signature: _____

* Faculty Advisor phone number: _____

FUNDRAISING EVENT

Date(s): _____

Organization: _____

Description of Event: _____

Contact Person: _____

Phone/Email: _____

TABLE REQUEST IN PNC COLONIAL CAFE

Date(s): _____

Description of Event: _____

If you require any of the following support services, please check off what all applies - be specific. Student Life will follow up with you regarding your event's needs.

Equipment/A/V: (please ✓ below)

Computer; Screen; Podium; Microphone;

Table(s) # of tables _____

Other: _____

RMU Dining Services: (please ✓ below)

Breakfast; Lunch; Dinner; Pizza

Snacks; Refreshments

Other: _____

Must indicate payment method, when RMU Dining Services are requested.

EVENT INFORMATION

Name of Event: _____

Type of Event: Meeting, Social, Athletic, Banquet

If event is weekly, bi-weekly or monthly, please indicate ending date.

Date of Event: _____ Ending Date: _____

One Time; Weekly; Bi-weekly; Monthly

Time of Event: Start: _____ End: _____

Estimated # of Attendance: _____

Set-up Time Required: Yes; No; Time required ___/hrs.

Nicholson Center:

- Fire Pit: Bon Fire; No Bon Fire
- PNC Colonial Cafe
- Nicholson Center Front Lawn
- Nicholson Center (room #) _____
- Nicholson Center 3rd floor Lobby
- RoMo's Café
- Rotunda (indicate floor) _____

Classrooms:

- Franklin (room #) _____
- Hale (room #) _____
- Patrick Henry (room #) _____
- Hopwood Hall
- Salem:
 - Activity Lounge
 - Lobby Area
 - Meeting Room

John Jay:

- Classroom(room #) _____
- John Jay Gym

Outdoor Facilities:

- Gazebo Sand Volleyball Courts
- North Athletic Complex:
 - Basketball Courts
 - Outdoor Pavilion
 - Soccer Field
 - Tennis Courts

Other:

- Joe Walton Building
- Massey Theater
- Rogal Chapel
- Sewall Center (room) _____
- School of Business(room #) _____
- Wheatley (room #) _____

Groups requesting meeting rooms in Yorktown must fill out a separate form. Forms may be obtained from Student Life.

Your request will be reviewed by the Office of Student Life. A confirmation will be sent via email. Please allow at least three days for confirmation.

Approved; Denied _____ Date: _____
Student Life Representative

Comments: _____

Date: _____ Initials: _____ **KX Reference #:** _____ revised 7/15