



YORKTOWN ROOM/EVENT RESERVATION REQUEST FORM

GENERAL INFORMATION

DATE SUBMITTED: _____

ORGANIZATION: _____

REPRESENTATIVE'S NAME: _____

EMAIL: _____

PHONE #: _____

*** REQUIRED INFORMATION**

* FACULTY ADVISOR: _____

* FACULTY ADVISOR'S SIGNATURE: _____

* FACULTY ADVISOR PHONE NUMBER: _____

EVENT INFORMATION

NAME OF EVENT: _____

TYPE OF EVENT: MEETING; SOCIAL

ATHLETIC; BANQUET

DATE OF EVENT: _____ ENDING DATE: _____

ONE TIME; WEEKLY; BI-WEEKLY; MONTHLY

TIME OF EVENT: START: _____ END: _____

ESTIMATED NUMBER OF ATTENDEES: _____

SET UP TIME REQUIRED: YES; TIME REQUIRED: _____/HRS.) NO

ROOM SELECTION REQUEST

Greek Lounge

Recreation Room

Meeting Room

Ferris Ballroom

ROOM REGULATIONS AND POLICIES:

- All Room Request Forms must have a group's Advisor's signature of approval.
- Room requests must be submitted to the Office of Student Life at least one week prior to the event.
- Groups are responsible for their room set-up and special arrangements.
- Groups must clean up and remove all trash, tear down tables, chairs, and outside equipment.
- Groups will make their own arrangements for food and beverage service, if applicable
- Groups must supply their own table cloths and décor, if applicable.
- Limited audio/visual equipment is available. Please specify equipment required with the Office of Student Life.
- The room must be left in the manor in which it was prior to use, i.e. cleanliness, furniture in order, etc.
- If a room requires any major clean up or damage repair following an event, the organization responsible will be charged for the repairs/cleaning and may have their booking privileges restricted.

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: _____

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 #: _____