

Bradley University Campus Facility Request Form

Complete this form to reserve rooms in Academic Buildings, the Student Center or the Field House

Sponsoring Organization _____ Event Start Time _____ am pm

Event Title _____ Event End Time _____ am pm

- Type of Event: Film Lecture
 Live Music Meeting
 Reception Meal: Breakfast Lunch Dinner
 Other

| Room Requested | Day | Date | Reservation Start Time | Reservation End Time | Expected Attendance | Room Assigned | RSV # |
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1. **Is this an event to be used as a fund raiser?** Yes No

You must complete a Fund Raising Request Form with the Student Activities Office in order to hold the event and attach an approved copy to this request.

2. **Will food or beverages be served at this event?** Yes No

No outside food or drink may be brought into campus facilities. Contact the Conference Facilities Department (x3054 or x3056) at least 3 weeks prior to the event to arrange for catering.

Student Center: You must turn in a room diagram to the Student Center Operations Office (x3054) at least 1 week prior to the event. Failure to do so will cause your room to be canceled. Furniture cannot be moved by the organization. If a room set-up is altered without permission from the Student Center, your organization will be billed for the labor to return it to the original set-up. Please note set-up requirements:

AV Equipment: If your event requires audio-visual equipment or technical support, you must contact the Audio-Visual office at x3632 at least 48 business hours prior to your event. Without advance notice, Audio-Visual Services cannot ensure equipment or personnel will be available for your event.

Bradley Tech Crew: Technical assistance from the Bradley Tech Crew must be arranged 2 weeks prior to the event through the Student Activities Office. Charges are dependent on set up and personnel needs.

Field House: Contact Field House Manager (x2634), at least 3 weeks prior to the event for setup needs.

I understand that my organization does not have a confirmed reservation until I hear from or sign a Room Confirmation with the Student Center Scheduling Office. Only advisors and organization members whose signature appears on the Student Organization Registration Form are authorized to schedule a room. I further understand that if any damage occurs to the room or equipment, my organization will be billed for the repair. If I fail to cancel a reservation for our group, we are aware of the \$25.00 non-cancellation fee that we will be charged.

Authorized Signature _____ Date _____

Name (Please Print) _____ E-mail _____

Title _____ ID # (for students only) _____

Org. Mailing _____

Address _____ Phone _____

Office Use Only

Date Received _____ Date Room Scheduled _____ Date Contact Person Called _____

white: Student Activities Office

yellow: organization

pink: Conference Facilities