

Office Use Only: Room Assigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **EVENT REGISTRATION FORM (UT OFFICES/DEPARTMENTS AND OFF-CAMPUS REQUESTS)**

**To complete this form, type in the highlighted boxes and tab to the next box. Submit to the Office of Student Union, SU2525, or Rocket Copy. Document can be saved and submitted electronically to** **sureservations@utoledo.edu****.**

Completion of this form does not guarantee your reservation. If the requested date/space is not available, a staff member will contact you to determine an alternative solution. Once a reservation has been made and approved, you will receive a confirmation via email that will include further instructions, stipulations and applicable policies. REQUESTS MUST BE SUBMITTED A MINIMUM OF 28 DAYS PRIOR TO MEETING/EVENT!

**Use of academic rooms on campus is restricted to the following hours:**

|  |  |  |  |
| --- | --- | --- | --- |
| Monday-Thursday 7am-9:30pm | Friday 7am-5pm | Saturday 7:30am-3:30pm | Sunday Closed |

**Special Notes:**  Food is not permitted in academic rooms. Rooms are provided as-is. We are unable to accommodate special setup needs. Audio/Visual capabilities vary depending on the room you are requesting.

Please type or print clearly. **All fields are required.**

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| --- | --- | --- | --- | --- | --- |
| **Customer** |       | **Account Number** |       | **Phone Number** |       |
| **Contact Name** |       | **Email Address** |       |
| **Title of Event/Program** |       |
| **Event/Program Date** |       | **Day of Week** |       |
| **Event Set Up Time** |       | **Event Start Time** |       | **Event End Time** |       |
| **Estimated Attendance** |       | **# Students** |       | **# Non-students** |       |
| **Is the Event open to:** | UT and other college or HS students | [ ]  No | [ ]  Yes  |
|  | UT and General Community | [ ]  No | [ ]  Yes  |
|  | UT students and no outside participants | [ ]  No | [ ]  Yes  |
|  | Only specifically invited UT students | [ ]  No | [ ]  Yes  |
| **Preferred Location**:  | [ ]  Student Union (Location) | Option 1  |       | Option 2  |       | [ ]  SU Table |
| [ ]  Centennial Mall | [ ]  Flatlands | [ ]  “Q” (Near Parks) | [ ]  Grassy area west of SU |
| [ ]  Doerman Theater ($$$) | [ ]  Libbey Hall (Use of UT Food Service Required) |
| [ ]  Academic Room (Location) |       | [ ]  HSC |       |
| [ ]  Other |       |

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| **Description of Event/Program** **(Describe in detail what will take place at the event.):** |
|       |
|  |  |  |
| **Will food be served at this Event/Program?** | [ ]  No | [ ]  Yes  | Type of food (pizza, snacks, full meal? |       |
| **If Yes, indicate food provider:**  | [ ]  UT Dining Services  | [ ]  Outside Caterer  | [ ]  Customer |
| **Please indicate the estimated cost/value of the food to be served:** | $      | **This information is required.** |

*Food Waivers are required for events catered by outside caterers and/or costs in excess of $499. Submit to Aramark three weeks prior to event.*

|  |  |  |
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| **Will music be played at this Event/Program?** | [ ]  No | [ ]  Yes  |
| **Will there be dancing at this Event/Program?** | [ ]  No | [ ]  Yes  |
| **Will alcohol be served at this Event/Program?**   | [ ]  No | [ ]  Yes  |
| **Will money be exchanged at this Event/Program?** | [ ]  No | [ ]  Yes (If Yes, answer the questions below.) |
| **Will admission be charged?**  | [ ]  No | [ ]  Yes (If Yes, answer the questions below.) **This information is required** |
| **Cost:** | **$**      | **Please indicate:** | [ ]  Pre-Sale | [ ]  At-The-Door |
| **Will physical items or food be sold at the Event/Program?**  | [ ]  No | [ ]  Yes (if Yes, Please list the items to be sold below.) |
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**SETUP / AUDIO & VISUAL NEEDS**

**For Indoor Events…(This information is required for all events in Student Union. In all other locations, it is the responsibility of the organization to make appropriate arrangements with an outside vendor.**

Room Setup Requested:

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| --- | --- | --- | --- | --- |
|       | Lecture Style Seating |  | #       | Chairs |
|       | Classroom Style (tables with chairs on one side) |  | #       | 8’ Rectangular Tables |
|       | Dinner Style (round tables with 8 chairs each) |  | #       | Round Tables |
|       | Chairs around the edge of the room |  | #       | Seminar Tables |
|       | Chairs in a circle |  | #       | Podium  | With Mic? [ ]  Yes [ ]  No |
|       | Empty Room |  | #       | Wired Microphone  | Stand? [ ]  Yes [ ]  No |
|       | Piano (Limited room availability) |  | #       | Wireless Microphone  | Stand? [ ]  Yes [ ]  No |
|       | Stage, Dimensions (Limited room availability) |       | x |       |  | Lapel Microphone | [ ]  Yes [ ]  No |
|       | A/V Technician Requested (additional hourly charges apply) ($$$) |  | Laptop Audio  | [ ]  Yes [ ]  No |
|  |  |  | Screen | [ ]  Yes [ ]  No |
|  |  |  | LCD Projector | [ ]  Yes [ ]  No |
|  |  |  | #       | Extension Cord(s) |
|  |  |  | #       | TV | DVD Player | [ ]  Yes [ ]  No |

**SU Rooms 3018 and 3020 are mediated with white board capabilities; however, laptop is NOT provided.**

**Describe room set-up including placement of stage, tables, etc. or provide diagram.**

**For Outdoor Events…**

In the spaces below, please describe in detail the logistical requirements for the Event/Program. The Student Union staff will provide needed setup and assistance obtaining electricity ONLY in Centennial Mall close to the SU steps. In all other outdoor locations, it is the responsibility of the organization to make appropriate arrangements with Facilities/Grounds or an outside vendor to setup and remove tables, chairs, tents and other needs for the Event/Program.

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| --- | --- |
| #      | 8’ Tables (SU Steps & Centennial Mall Only) |
| #      | Round Tables (SU Steps & Centennial Mall Only) |
| #      | Chairs (SU Steps & Centennial Mall Only) |
| #      | Trash Bins and Recycling |
| **Describe Electricity Needs:** |       |
| **Describe Water Needs:** |       |
| **Will a tent be erected?** | [ ]  No | [ ]  Yes (If Yes, describe tent and size.)  |       |

If a tent is being erected on campus, you must complete the Tent Application available in the Student Union Administrative Office, SU2525, or online at [www.utoledo.edu/studentaffairs/stuorgs](http://www.utoledo.edu/studentaffairs/stuorgs).

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| **Additional Comments:** |
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**CANCELLATIONS** MUST BE MADE A MINIMUM OF 72 HOURS IN ADVANCE BY CALLING 419-530-8520 or emailing sureservations@utoledo.edu. Failing to cancel could jeopardize future reservations.

**QUESTIONS / CONCERNS -** Please contact one of the offices below for questions related to student organization events on campus.

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| **Office of Student Involvement**Student Union 2525419-530-8520sureservations@utoledo.edu  |