



CAMPUS REQUEST FOR USE PHILIPS ELECTRONICS HALL (PAC CLASSROOM 006-124)

TITLE OF EVENT							
RESERVATION DATE(S)			RESERVATION TIMES				
			PRE EVENT (am/pm)		EVENT (am/pm)		POST EVENT
Occurance	Day of Week	Date (m/d/yr)	Set Up Arrival	Set Up Completion	Event Begin	Event End	Clean Up
1							
2							
3							
Additional Description of Event							
Estimated Attendance							
Sponsoring Dept/Club/Organization							
Contact Name							
Contact Phone #							
Contact Email Address							
State/Foundation/ASI Acct #							
STANDARD ROOM EQUIPMENT							
<i>Standard equipment includes ceiling mounted computer projector* with interface panel which provides laptop connections and system controls, VCR/DVD/CD player, overhead transparency projector, slide projector, sound system and screen.</i>							
<i>*Use of computer projector requires a brief orientation.</i>							
Mark only one:	<input type="checkbox"/> I require no assistance with this event.						
	<input type="checkbox"/> Campus users contact Media Services (756-7198) for Smart Room orientation. Other users contact the PAC (756-7245) for orientation. (Requires 48 hour notice prior to event)						
	<input type="checkbox"/> I will contact the PAC (756-7245) for additional technical assistance. (Requires 48 hour notice prior to event)						
FOOD AND BEVERAGE NEEDS							
<i>Catering Arrangements should be made through Campus Catering x61177</i>							
<input type="checkbox"/> Yes, food will be served				<input type="checkbox"/> No, food will not be served			

I (undersigned) have completed all items in this Request for Use and will comply with contents.

Client Signature
Print Name
Date

PLEASE NOTE: This REQUEST FOR USE will be received by the Center's Managing Director. After review of the information, you will be contacted and advised of the confirmation for use. As a campus sponsored event, the organization or club will not be charged for basic rent, BUT, if requested there will be charges for equipment and/or technical and front-of-house labor. Use of the Cohan Center CANNOT BE CONFIRMED until the Request for Use has been signed and returned to the Center.

OFFICE USE ONLY: Approval : _____ Date: _____
 Distribution: ez js : _____ R25 _____