**Date Submitted: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

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

**FOR EVENTS IN THE STUDENT UNION** (including Flatlands, Centennial Mall, Doerman Theater and Libbey Hall), Recreation Center, Health Education Center and Classroom Space

**Please complete this form and submit to the Student Union Administrative Office, SU252, or Rocket Copy.**

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.

**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.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization/Department** | | |  | | | | | | | | **Phone Number** | |  | | |
| **Contact Person** | |  | | | | | | | **UT Email** | |  | | | | |
| **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) | | | | |  | | | | SU Table | | Centennial Mall | | | Flatlands |
| Doerman Theater ($$$) | | | | | | | | | Libbey Hall (Use of UT Food Service Required) | | | | | |
| Academic Room (Location) | | | | |  | | | | Off-Campus (location) | | | |  | |
| Rec Center (REC) ($$$) | | | | | | Scott Park | | | | | | |  | |
| Other | | |  | | | | | | | | | |

In order to assist us in finding the best possible space for your event/program, please list up to two alternative rooms/locations that would be acceptable for your event/program. We will do our best to accommodate your first choice.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Preferred Alternative Rooms**: | #1 | |  | | | | #2 | |  | | | Room Assigned | | |  |
| **Description of Event/Program** (Describe in detail what will take place at the event. Attach additional pages as necessary.): | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | |  | | | | | |
| **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 | | | | Student Organization | | | |
| **Please indicate the estimated cost/value of the food to be served:** | | | | | | | | | $ | | **This information is required.** | | | | | |

*Please refer to the Student Organization Manual provided by Office of Student Involvement for detailed policies regarding events with food. Food Waivers are required for events catered by outside caterers and/or costs in excess of $499. Submit to Aramark two weeks prior to event.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Will there be a bonfire at this Event/Program?** | | | | No | Yes (Complete Burn Permit. Consult the Office of Student Involvement. $$$) | | | | |
| **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 (Requires additional approvals. Consult the Office of Student Involvement) | | | | |
| **Are you contracting for performer, speaker, rental, etc?** | | | | No | Yes (Complete Contract Request Form and submit TEN weeks prior to event) | | | | |
| **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.) | | | | |
| **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.) | | |
|  | | | | | | | | | |
|  | | |  | | |  | | |

**SETUP / AUDIO & VISUAL NEEDS**

**For Indoor Events…**

Room Setup Requested:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 | | | |  | # | Podium (portable or house sound?) | | |
|  | Chairs in a circle | | | |  | # | Wired Microphone w/stand | | |
|  | Empty Room | | | |  | # | Wireless Microphone w/stand | | |
|  | Stage, Dimensions |  | x |  |  | # | Lavaliere Microphone | | |
|  | A/V Technician Requested (additional hourly charges apply) ($$$) | | | |  | # | Screen | # | DVD Player |
|  |  | | | |  | # | LCD Projector | # | TV |
|  |  | | | |  | # | Extension Cord(s) | | |

**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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | 8’ Tables (SU Steps & Centennial Mall Only) | | | | | | | |
| # | Round Tables (SU Steps & Centennial Mall Only) | | | | | | | |
| # | Chairs (SU Steps & Centennial Mall Only) | | | | | | | |
| # | Stage, (SU steps and Centennial Mall Only) Dimensions | | | |  | | x |  |
| # | 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,

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

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| --- |
| **Student Union Administrative Office**  Student Union 2525  419-530-2931  [sureservations@utoledo.edu](mailto:sureservations@utoledo.edu) |