



PLEASE FORWARD COMPLETED FORM TO CAMPUS SERVICES.

For questions please call ext. 3629. FAX #: 816.942.8918

Please Provide A Minimum of Two Weeks Notice

Event Set Up Request

Date Of Request: ____/____/____

In case of cancellation Campus Services "Must be notified" before set up completed or there will be a minimum \$50.00 set-up and tear-down fee.

Event Name: _____ **Date of Event** ____/____/____

Estimated number of people to be present _____

Will this event be sponsored in anyway by a nonAvila University Program ___ Yes// No___

All outside groups will require an Avila University lease agreement arranged through Campus Services.

Is this Event Sponsored by an Avila University Student Organization ___ Yes // No___ **Department/Student**

Organization holding event _____ **Contact:** _____
_____ @ EXT _____

Please provide Acct.# for all facilities, labor, and food services to be provided. _____

Administrative/ V.P. Approval: _____

Location of Event		Select one
Athletic Pavilion	Reservation approval By Christina Cowan	<input type="radio"/>
Barefoot Room	MRM	<input type="radio"/>
Hartsook Room	Reservation approval By Tracy Owens	<input type="radio"/>
Eagles Nest	Reservation approval By Jason Baldwin	<input type="radio"/>
Goppert Theatre	Reservation approval By Pattie Robertson	<input type="radio"/>
Goppert Lobby (See Note 1 on next page)	Reserve appr. By Pattie Robertson	<input type="radio"/>
Helmes Conference Room	Reservation approval By Pattie Robertson	<input type="radio"/>
Mabee Fieldhouse	Reservation approval By Christina Cowan	<input type="radio"/>
Marian Dining Hall	Reservation approval Great Western Dining	<input type="radio"/>
Marian Alumni lounge/ Lobby	MRM	<input type="radio"/>
McKeon Room	Reservation approval By Pattie Robertson	<input type="radio"/>
Mindfulness Room	Reservation approval By Rhyannon Pioletti	<input type="radio"/>
Whitfield Conference Room	Reservation approval By Shellye Tabor	<input type="radio"/>
Whitfield Lobby	Reservation approval By Shellye Tabor	<input type="radio"/>
Outside Area (Location)	Reservation approval By Shellye Tabor	<input type="radio"/>
Other: _____		<input type="radio"/>
Other: _____		<input type="radio"/>

Please attach a diagram of how you would like tables, chairs, etc. set up.

Actual Event Start Time ____:____ am / pm End Time ____:____ am / pm

Room reserved Start Date:_____ Time:____:____ am / pm

Room reserved End: Date:_____ Time ____:____ am / pm

If changes are made {after set up is complete} a minimum \$50 labor charge may apply.

Campus Services has a limited supply of chairs and tables. Aprox. #'s (Varies) **Assets**

Chairs (Gray)---Aprox. Total 175 Purple (Vinyl)--Aprox 50 (Brown) Plastic---Outdoor usage--Aprox. 35

Quantity 6' Rectangle Tables - Aprox. Total 12

8' Rectangle Tables-Aprox. Total 25-(Seats 4 on each side) **Yes** ____ **No** ____

Round 5' Tables Aprox. Total 35- (Seats 8 total) **Yes** ____ **No** ____

Hightop Tables - Aprox.. Total 10 **Yes** ____ **No** ____

Are chairs needed? **Yes** ____ **No** ____

If you will require additional tables and chairs that are *not* available on campus, we will need to arrange the rental with an outside provider. Addition cost may occur.

Will there be food or drinks? **Yes** ____ **No** ____

Will tables clothes or skirts be needed? **Yes** ____ **No** ____

If yes, to line 69 or 70 please make arrangements thru Great Western Dining at X 3755.

Great Western has first right of refusal for all food served at all events on campus.

Podium Required

Large Wooden (Pres.) or Small Metal **Yes** ____ **No** ____

Is Audio/ Visual Equipment Needed: **Yes** ____ **No** ____

Projector if in Pavilion or Goppert:

Teleconferencing needs: Contact Chris Roberts (Campus Safety) 816-501-2950 IT help: Contact IT Services 816-501-2900

Note 1: Arrangements must be made if existing lobby furniture needs moved.

**Campus Services Phone Number 816-501-3629 Campus
Safety Phone Number is 816-985-6079 OR EXT 2466**