

# SPACE REQUEST FORM - COLLINS LIVING-LEARNING CENTER

TO BE CONSIDERED AT ALL, THE FRONT OF THIS FORM **MUST** BE COMPLETED IN FULL AND **APPROVED** BY THE COLLINS COMMUNITY COUNCIL *AT LEAST* **7 DAYS PRIOR** TO THE EVENT.

**Please plan to attend the Community Council meeting** at which your request will be reviewed.  
If you cannot attend, please attach a complete description of your event.

## 1. Title and Sponsorship

Today's Date: \_\_\_\_\_  
Title of Event: \_\_\_\_\_  
Estimated Attendance: \_\_\_\_\_  
Sponsoring Organization: \_\_\_\_\_  
Person Responsible: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If not a Collins Group:  
Advisor's Name: \_\_\_\_\_  
Advisor's Phone: \_\_\_\_\_  
Advisor's Email: \_\_\_\_\_

## 2. My Event is on:

Date(s): \_\_\_\_\_  
Day(s) of the week: \_\_\_\_\_  
My Event begins at: \_\_\_\_\_ am \_\_\_\_\_ pm  
My Event ends at: \_\_\_\_\_ am \_\_\_\_\_ pm  
Set-up starts at: \_\_\_\_\_ am \_\_\_\_\_ pm  
Clean-up finished by: \_\_\_\_\_ am \_\_\_\_\_ pm

## 3. Location Request (indicate 1<sup>st</sup> and 2<sup>nd</sup> choice):

Large \_\_\_\_\_ Coffeehouse\*  
\_\_\_\_\_ Edmondson Formal Lounge  
\_\_\_\_\_ Edmondson Basement Classroom  
\_\_\_\_\_ Courtyard\*  
\_\_\_\_\_ Dining Hall\* (SPECIAL REQUEST)  
Medium \_\_\_\_\_ Cravens B Classroom  
\_\_\_\_\_ Cravens C Classroom  
\_\_\_\_\_ Collins Cinema  
\_\_\_\_\_ Collins Library (SPECIAL REQUEST)  
Small \_\_\_\_\_ Conference Room  
\_\_\_\_\_ Other \_\_\_\_\_

*\*Public events must take place in one of these*

## 4. Type of Event:

\_\_\_\_\_ meeting/discussion group  
\_\_\_\_\_ performance  
\_\_\_\_\_ film showing  
\_\_\_\_\_ class/workshop/lecture  
\_\_\_\_\_ recreation  
\_\_\_\_\_ ADVERTISING ONLY – NO  
SPACE NEEDED.  
\_\_\_\_\_ other \_\_\_\_\_

## 5. Brief Explanation of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6. Additional Requests

Admission fees **may not be charged** for any event taking place at Collins. Donations cannot be **required** for entry.

\_\_\_\_\_ I wish to collect non-monetary donations.

\_\_\_\_\_ I am going to use decorations:  
\_\_\_\_\_

\_\_\_\_\_ I would like to chalk in the Collins Courtyard. *Note: Chalking is allowed only on cement walkways. No chalking within 10 feet of any building, on limestone, or anywhere on the steps or veranda.*

\_\_\_\_\_ I would like to hang a banner in the Edmondson Lobby for 24 hours.

\_\_\_\_\_ I would like to have an info table outside the Dining Hall. *Note: Limited to 2 per week per group/event. No active solicitation, please. Return table and chair to Coffeehouse when done.*

\_\_\_\_\_ I would like to place table tents in the Dining Hall for one day (indicate dates – up to five consecutive); *note: table tents can only be used for Collins events).*

**Special Equipment:** Fill out an Event Tech Request Form if you need any of the following: TV, DVD Player, VCR, projector, screen, lighting, sound equipment.

**Food Service Request:** If you would like to request food or drinks from Dining Services, please contact the Collins Dining Hall Manager. There is a fee for this service.

**Room/space must be tidy and all furniture must be returned to its original position when your event is over.** If the Collins custodial staff needs to clean up or move furniture back, you may be charged a fee.

**My signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

Signature indicates knowledge of and an agreement to comply with Residence Hall and University policies and procedures as well as with state laws.

**OFFICE USE ONLY**

**Special Conditions:**

Public gatherings, large social events, outdoor activities, fund raisers, and certain other events require additional authorization from the Student Activities Office or the Division of Residential Programs and Services and may require security arrangements.

Authorization Needed:       Yes  
                                          No

Security Needed:             Yes  
                                          No

Security Arranged (date):

Student Activities Approval By: \_\_\_\_\_

**Approval:**

Approved by:  Residence Manager      Denied by:  Residence Manager

Approved by:  Dining Hall Manager      Denied by:  Dining Hall Manager

Approved by:  Library Supervisor      Denied by:  Library Supervisor

CC Chair comments, changes, restrictions, or reason for denial of request:

---

---

---

---

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_