

Ruth S. Harley University Center Room Reservation Form

All information on this form must be completed and the form must be signed and returned to the Reservation Coordinator (UC 302 or fax number 877-3606) in order for your reservation to be processed. Once received you will be contacted by an operations manager to review specific details of your event. Please note that your request is tentative until you receive written confirmation from the University Center.

Person Making Request: _____ Phone: _____

Event Contact Person: _____ Phone: _____

Department: _____ Address: _____

Type of Event: _____ Purpose of Event: _____

Is this event being co-sponsored? Yes No

If yes, list sponsors _____

Day & Date: _____ Number of Attendees: _____

Start Time: _____ End Time: _____

Space Requested: (Please check all rooms being requested)

- | | | | | | |
|------------------------------|---|--------------------------------|---|---------------------------------|--|
| <input type="checkbox"/> 201 | <input type="checkbox"/> 202 | <input type="checkbox"/> 203 | <input type="checkbox"/> 210 (Charter Room) | <input type="checkbox"/> 211 | <input type="checkbox"/> 212 |
| <input type="checkbox"/> 213 | <input type="checkbox"/> 214 | <input type="checkbox"/> 215 | <input type="checkbox"/> 216 | <input type="checkbox"/> Atrium | <input type="checkbox"/> 306 (Interfaith Chapel) |
| <input type="checkbox"/> 313 | <input type="checkbox"/> Fireplace Lounge | <input type="checkbox"/> Lobby | <input type="checkbox"/> Gallery | | |

Room set-up: (Please check choice)

- | | | | | | |
|------------------------------------|------------------------------------|---------------------------------|--|----------------------------------|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Reception | <input type="checkbox"/> Rounds | <input type="checkbox"/> Theater Style | <input type="checkbox"/> U Shape | <input type="checkbox"/> Other _____
(attach diagram) |
|------------------------------------|------------------------------------|---------------------------------|--|----------------------------------|--|

Equipment Needed: (Place quantity needed to the left of equipment choice)

- | | | | | | |
|--------------------------|-------------------|----------------|----------------------|---------------|-----------------------|
| Microphones: _____ Floor | _____ Table | _____ Lavalier | _____ Wireless | | |
| _____ Easels | _____ Flipchart | _____ Podium | _____ Blackboard | _____ Piano | _____ Overhead Proj. |
| _____ Slide Proj. | _____ Video Proj. | _____ TV/VCR | _____ Extension Cord | _____ Staging | _____ Rope/Stanchions |
| Other: _____ | | | | | |

Tech Support Needed: Yes No

Food Service: Yes No Type: Buffet Sit Down Break Reception

All Food Service Arrangements must be made with Adelphi Dining Services at ext. 3954 at least 10 days prior to the event. Purchase Orders are required for all food orders.

Liquor Service: Yes No Type: Breakfast Lunch Dinner Other _____

All liquor service arrangements must be made with the Operations Office at ext. 3607 at least three weeks prior to the event.

Signature: _____ Date: _____

Fees:	\$ _____ Room Rental	\$ _____ Custodial	\$ _____ Security
	\$ _____ Tech Support	\$ _____ Equip. Rental	\$ _____ AV
	\$ _____ Other		\$ _____ Total

Admission Charges, Donations, Fees, Etc. brought about in connection with the use of the University Center facilities will automatically subject the sponsoring group to the full charge for the space used. The Ruth S Harley University Center reserves the right to change any requested space to alternate space or to cancel any scheduled event within the guidelines as established by its policy manual. All space must be taken as is or will be subject to a reset charge.