

REQUEST FOR THE USE OF JOHN BURROUGHS FACILITIES

Forms/Meetings Form -- 8/05

Today's Date: _____

- Instructions:**
- 1) Fill out form as needed.
 - 2) **Give to Receptionist** - if no conflicts exist she will post to master calendar in the main office -- when posted originator and any involved will receive a copy.
 - 3) Please do not assume availability of space until return of confirmed form.
 - 4) **48 hour notice is required for refreshments.**

General Information:

Day/Date of Event _____ Event Hours _____

Set-up Hours _____

Requesting Group _____

Department to be Charged for Expenses: _____

Person Making Request _____ Phone _____

Approximate Number of Attendees _____

Building/Room Requested: Please check space(s) needed..... (* Room capacity)

Haertter Hall:

- _____ Haertter Hall Conference Room (20*)
- _____ College Conference Room (20*)
- _____ Foyer
- _____ Haertter Hall Auditorium (600*)

Brauer Building:

- _____ Bonsack Gallery
- _____ Dining Hall (220*)

Howard A. Stamper Library:

- _____ Auditorium (55*)
- _____ Library (30*)

Clifford Gaylord Science Building:

- _____ Auditorium (55*)

Cissel Center:

- _____ Commons
- _____ Dance Studio
- _____ Field House
- _____ Multi-purpose Room

Fine Arts Building:

- _____ Band Room
- _____ Painting Studio
- _____ Sculpture Studio

Quadrangle:

Other:

Special Requests: It is the responsibility of the person requesting the following service to confirm all arrangements for special services with the person listed below.

Audio/Visual -- Heidi Currier, ext. 241: _____

Light and Sound -- John Brophy, ext. 226: _____

Refreshments -- SAGE Dining Services, ext. 243: **(Please fill out Food Service Refreshment Request Form)**

Other -- Ed Philipp, ext. 444: _____

In-house Approvals: (Please initial if okay and return to Receptionist)

- | | |
|--------------------------|----------------|
| College Conf. Room | Drummond _____ |
| Haertter Hall Conf. Room | Drummond _____ |
| Cissel Center | Lemen _____ |
| Haertter Hall | Salomon _____ |
| Library | Mercer _____ |
| Brauer Building | Philipp _____ |
| Dining Room | SAGE _____ |
| Other | _____ |

Final confirmation approval: