Please return this sheet 7 days before the event to ensure staff and location scheduling. Completing this form is not a guarantee that the space requested is available.

Today’s Date:__________ Event/Program Title ____________________________
Organization:_________________ Representative:__________________________
Telephone:________________ Fax:________________ Email:____________________

Organization Type:
☐ Student Government Agency (__________)
☐ Student Organization/Club:__________________ Advisor Signature:________________
☐ Other (list) ____________________________________________________________

Type of Activity:
☐ Meeting ☐ Lecture ☐ Table/Display ☐ Conference/Workshop ☐ Social ☐ Rehearsal
☐ Other (specify) _________________________________________________________

Brief Description of Event:

__________________________________________________________________________

Will you have Catering/Refreshments? ☐ Yes ☐ No
Have you contacted Food Services? ☐ Yes ☐ No

NOTE: No food or drinks will be permitted in auditorium. (Additional written permission is required any time alcohol is to be served or sold; contact Associate Dean of Students at 561-799-8690. For food service call 799-8720.)

Event/Program Date: ______________ Day(s): M T W TH F SA SU
Event Time:
From: ______________ ☐ AM ☐ PM To: ______________ ☐ AM ☐ PM
Is this a single or series of events? ☐ Single ☐ Series
Estimated Attendance: ___________

Type of Space Requested:
☐ Classroom, (how many?)___ ☐ The Burrow ☐ Auditorium ☐ Dining Hall ☐ Recreation Field
☐ Other _____________________________________________________________

Equipment Needs - Classrooms are equipped with TV, VCR, and overhead projector. For other equipment needs (tables, chairs etc.), please indicate below. Desks cannot be removed from the classroom to make room for tables. If room is rearranged, requestor must rearrange the desk to lecture-style seating when meeting or event has been completed.

☐ Smart Podium (ask AD of Student Life for equipment listing)

FOR AIR CONDITION NEEDS ON WEEKEND, INDIVIDUAL REQUESTING RESERVATION MUST CONTACT BEST at 6-8249 or Cell Ph: 775-8666 OR EMAIL AT JUPMAINT@FAU.EDU

RETURN COMPLETED FORM TO STUDENT LIFE & RECREATION, SR 151 or FAX: 561.799.8721

Routing: ☐ Jerome Williams ☐ Police__(via calendar) ☐ Phil Snowhite(A/V) ☐ BEST
☐ SG ☐ Campus Vice-President

☐ Approved ☐ Not Approved ____________________________ Date: ____________
Assistant Director of Student Life & Recreation