



North Carolina A&T State University

University Event Center

RESERVATION REQUEST FORM

Hodgin Hall Suite 304 Greensboro, NC 27411 Telephone (336) 285-2580 Fax (336)256-2060
http://www.ncat.edu/student-affairs/student-service/university-events/

CONTACT INFORMATION

Contact Person: Contact Number: Address: City: State: Zip: Email Address: Website:

EVENT INFORMATION

Organization: (Please do not use abbreviations.)
Organization Type: Student Faculty/Staff Staff-Affiliated Community
Event Name: Open to the Public?
Facility Desired: Harrison Auditorium Aggie Stadium Corbett Gym Moore Gym Farm Shelter
Alternate Facility: Date(s) Desired:
Alternate Date(s): Estimated Attendance:
Event Start Time: Event End Time:
Advertising Method: (Advertising should not begin prior to event confirmation)
Is this a ticketed event? (Pre-Sale \$ Door Sale \$ (Door sales require Univ. Police Coverage)

Is this a catered or concession event Will there be a DJ? Will there be tents/inflatables?

EQUIPMENT/RESOURCE REQUEST Equipment/Resources available for Harrison Auditorium events ONLY. (Specify the amount of each item selected. Please note resources are limited)

Tables and Chairs: 6ft Chairs Microphones: Cordless Floor Lavalier
Audio/Visual: Piano Projector Screen Monitors Mic Stand
Resources: Dressing Room(s) VIP Room

Other:

Please provide a brief description of your event:

Blank lines for event description

FOR UNIVERSITY EVENT CENTER USE ONLY

Scheduler: Date Rec'd Reference #:

\*Please complete reverse side of reservation request form.

**Yes! I would like my event listed as a HOT EVENT on the Events Website.**

- \_\_\_\_\_ 1. The University Event Center Reservation Request(s) must be completed and submitted to the University Event Center Fifteen (15) WORKING DAYS prior to any event in order to ensure timely processing, confirmation of availability, and any costs associated with the production of the event.
  - Internal submissions** (Students, Faculty, Staff, Departments, University affiliated organizations, etc.) *submit via the online 25 Live scheduling system.*
  - External submissions** (Community, private events, outside organizations, and those not affiliated with the University, etc.) *submit via the University Event Center Reservation Form.*
- \_\_\_\_\_ 2. All events taking place outdoors, held in venues holding 500 people or more and/or requiring ticket sales/distribution are considered MAJOR EVENTS. These events often time require extensive logistical needs, including but not limited to staging, sound/light equipment, campus security, musical performance/theatrical productions, etc. All persons/organizations planning major events must complete and submit reservation request to the University Event Center no less than Thirty (30) Days prior to the proposed event date. NO EXCEPTIONS
- \_\_\_\_\_ 3. All major events soliciting payment for admission and/or offering FREE admission require ticketed admission and must be coordinated through the University Ticket Office via the University Event Center.
- \_\_\_\_\_ 4. Compliance with all University building policies and procedures is required at all times for all events. Inappropriate conduct or any misuse of a facility may result in the suspension and/or termination of the right to request or reserve space.
- \_\_\_\_\_ 5. Cancellation/Change of any event must be received by the University Event Center through written completion of the University Event Center Event Cancellation/Change form no later than SEVENTY-TWO (72) HOURS prior to the event. Failure to properly cancel a reservation will result in the forfeiture of the reservation deposit, suspension and/or termination of the right to request or reserve space, and/or full charge of all preparation costs for such event.
- \_\_\_\_\_ 6. Publicity concerning on-campus events/activities should not begin before the organization or the requester has received written confirmation of the reservation from the University Event Center. THIS REQUEST FORM IS NOT A CONFIRMATION OF YOUR REQUEST. Any written/online materials to be used for the marketing of on-campus events must first receive stamped approval from the Office of Student Activities. Failure to procure such approval may result in the cancellation of the event and may result in the suspension and/or termination of the right to request or reserve space.
- \_\_\_\_\_ 7. The University Event Center may, at any time, reassign or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interest of the institution or such reservation is deemed outside of the overall University mission and goal.
- \_\_\_\_\_ 8. The University Events Center reserves the right to assign University Police coverage to any event deemed as a safety risk. The sponsoring organization will be responsible for paying all costs associated with the event. Please note that all events requesting door sales require University Police coverage. Please contact the University Police Department at (336) 334-7128 for security related price estimates.
- \_\_\_\_\_ 9. All Staff-Affiliated and Community events are subject to payment at the time of booking. **Staff-Affiliated** includes all personal events hosted by current University Employees (this does not include students participating in on-campus internships or work-study programs). Discounts vary based on space, and in some cases may not apply. Community includes all students, alumni, and off-campus organizations/customers. Full payment is required at time of booking for all space request totaling \$250.00 and under including a non-refundable \$50.00 processing fee. All space request exceeding this amount require a non-refundable deposit of \$500.00 (excluding Moore Gymnasium), with the remaining balance due two weeks prior to the event.
- \_\_\_\_\_ 10. Open flames are not permitted inside campus facilities. All outdoor activities utilizing open flames, particularly “Cook Outs”, require a University issued Burn Permit. Burn Permits may be obtained from the Office of Environmental Health and Safety, after the event has been confirmed by the University Events Center. All safety requirements as issued by the Office of Environmental Health and Safety must be enforced at all times. The University Event Center, University Police Administration, and the Office of Environmental Health and Safety reserve the right to reassign or cancel confirmed reservations if, due to unforeseen or uncontrollable circumstances, the event poses a safety risk.
- \_\_\_\_\_ 11. Rental Equipment (tables, chairs, tents, etc.) ordered and secured by the sponsoring organization is the sole responsibility of the organization. Organization representatives must be present to set-up and breakdown resources and must secure equipment pick-up within 12 hours of event conclusion, unless otherwise directed by the University Event Center. The University Event Center is not responsible for rental equipment.

***I, the undersigned, have reviewed the policies set forth in this form and agree to all terms herein***

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date