

Internal Request Form (Non-Student Organization)

Forms must be submitted three (3) weeks before your event. Incomplete forms will not be processed.

Submit your completed request with your and your supervisor's pre-approval to universityevents@cau.edu

Request Form Submitted Date: _____ Requested By: Faculty Staff

Requestor Name: _____ Phone (campus extension): _____

Requestor Email: _____ Department or School: _____

Date (s) of Event/Meeting: _____

Start Time: _____ Setup Time: _____ End Time: _____ Break-down Time: _____

Event/Meeting Title: _____

Type of Event: Meeting Workshop Conference Seminar Reception Other: _____

Number of Expected Attendance: _____

Purpose of Event: _____

Attendees: Faculty/Staff _____ Students _____ Public _____ Invited external guests _____

VIP Attendees: _____

Food & Beverage Catered: Sodexo: Yes No Outside Food & Beverage Vendor: (approval is required) Yes No

List name of requested external caterer/food truck: _____

Ticketed Event or Money Collected: Yes No If yes, Please state what for and the amount: \$ _____

Do you require streaming, photography, or zoom services? Please specify _____

Do you require parking? Yes No If yes please specify _____

VIP Parking Requested: Yes No Number of Spaces: _____
Internal Facilities Request Form

Attach a detailed schedule of events by day/date/time start/end & for each space.

Location Request(s)		
Bishop C.L. Henderson Student Center / Promenade		
Requested Venues/Spaces	Standard Logistics/Room Set-Up For All Areas	
<input type="checkbox"/> Multipurpose room (Front) <input type="checkbox"/> Multipurpose room (Back) <input type="checkbox"/> MPR Pre-Function area <input type="checkbox"/> Conference Room (231) <input type="checkbox"/> Lobby <input type="checkbox"/> Promenade <input type="checkbox"/> Other	<input type="checkbox"/> Microphones ____Number (4max) <input type="checkbox"/> Mic Stands __ Table Top __ or Boom __ <input type="checkbox"/> Projector (multipurpose room & conf 231 only) <input type="checkbox"/> Projector Screen <input type="checkbox"/> ACCord <input type="checkbox"/> Other An authorized AV tech is required for (charges may apply): ❖ Events after normal business hours ❖ Use of 4 or more mics ❖ Use of Intelligent State Lighting ❖ Potable set-ups ❖ Additional charges may apply. *Additional equipment may have to be rented. Facilities can provide a list of preferred vendors	<input type="checkbox"/> Board Room <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> L- Shape <input type="checkbox"/> U- Shape <input type="checkbox"/> Theatre Style <input type="checkbox"/> Banquet Rounds <input type="checkbox"/> High Boys Furniture Requested <input type="checkbox"/> Rectangle Table: _____ <input type="checkbox"/> Round Tables: _____ <input type="checkbox"/> Chairs: _____ <input type="checkbox"/> High Boys: _____ <input type="checkbox"/> Easel (4 max): _____ <input type="checkbox"/> Lecturn: _____ <input type="checkbox"/> Other: _____

T. Cole Science Research Center		
Requested Venues/Spaces	Standard Logistics/Room Set-Up For All Areas	
<input type="checkbox"/> Board Room <input type="checkbox"/> Conference Room 1037 <input type="checkbox"/> Conference Room 1047 <input type="checkbox"/> Exhibition Hall <input type="checkbox"/> Lecture Hall Aldridge Auditorium	<input type="checkbox"/> Microphones____Number (4max) <input type="checkbox"/> Mic Stands __ Table Top __ or Boom __ <input type="checkbox"/> Projector (multipurpose room & conf 231 only) <input type="checkbox"/> Projector Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other An authorized AV tech is required for: ❖ Events after normal business hours ❖ Use of 4 or more mics ❖ Use of Intelligent State Lighting ❖ Potable set-ups ❖ Additional charges may apply. *Additional equipment may have to be rented. Facilities can provide a list of preferred vendors	<input type="checkbox"/> Board Room <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> L-Shape <input type="checkbox"/> U-Shape <input type="checkbox"/> Theatre Style <input type="checkbox"/> Banquet Rounds <input type="checkbox"/> High Boys Furniture Request <input type="checkbox"/> Rectangle Table: _____ <input type="checkbox"/> Round Tables: _____ <input type="checkbox"/> Chairs: _____ <input type="checkbox"/> High Boys: _____ <input type="checkbox"/> Easel (4 max): _____ <input type="checkbox"/> Lecturn: _____ <input type="checkbox"/> Other _____

CAU Academic Classrooms / Conference Rooms

Requested Venues/Spaces	Standard Logistics/Room Set-Up For All Areas
<input type="checkbox"/> Carl and Mary Ware <input type="checkbox"/> Clement <input type="checkbox"/> Haven Warren <input type="checkbox"/> Knowles <input type="checkbox"/> McPheters Dennis <input type="checkbox"/> Sage-Bacote <input type="checkbox"/> Thayer Hall <input type="checkbox"/> Wright-Young <input type="checkbox"/> Kresge	<input type="checkbox"/> Microphones _____ Number (4max) <input type="checkbox"/> Mic Stands __ Table Top ___ or Boom___ <input type="checkbox"/> Projector (multipurpose room & conf 231 only) <input type="checkbox"/> Projector Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other An authorized AV tech is required for: <ul style="list-style-type: none"> ❖ Events after normal business hours ❖ Use of 4 or more mics ❖ Use of Intelligent State Lighting ❖ Potable set-ups ❖ Additional charges may apply. <p style="font-size: small;">*Additional equipment may have to be rented. Facilities can provide a list of preferred vendors</p>

Davage Auditorium

Standard Logistics/Room Set-Up For All Areas Furniture Request	
<input type="checkbox"/> Microphones _____ Number (4 max) <input type="checkbox"/> Mic Stands _____ Table Top _____ or Boom _____ <input type="checkbox"/> Organ/Piano (Contact Religious Life) <input type="checkbox"/> Projector Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other An authorized AV tech is required for: <ul style="list-style-type: none"> ❖ Use of Sound Booth ❖ Use of 4 or more mics ❖ Use of Stage Lighting ❖ Use of House Projector ❖ Additional charges may apply <p style="font-size: small;">*Additional equipment may have to be rented. Facilities can provide a list of preferred vendors</p>	<input type="checkbox"/> Easel (4 max); _____ <input type="checkbox"/> Rectangle Tables (4 max) _____ <input type="checkbox"/> Red Platform Chairs (30 max) _____ <input type="checkbox"/> Lectern _____ <input type="checkbox"/> Other _____

Epps Gym/ Panther Stadium

Requested Venues/Spaces	Standard Logistics/Room Set-Up For All Areas Furniture Request
<p><u>Henderson Center</u></p> <input type="checkbox"/> Gymnasium <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Other <p><u>Panther Stadium</u></p> <input type="checkbox"/> Football Field <input type="checkbox"/> Softball Field <input type="checkbox"/> Track <input type="checkbox"/> Other	<input type="checkbox"/> Board Room <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square L-Shape U-Shape Theatre Style Banquet Rounds High Boys <input type="checkbox"/> Folding Chairs <input type="checkbox"/> Floor Tarp <input type="checkbox"/> Lectern <input type="checkbox"/> Raised goals <input type="checkbox"/> Stage Risers <input type="checkbox"/> Other <p style="font-size: small;">*Additional equipment may have to be rented. Management can provide a list of preferred vendors. Additional charges may apply.</p>

<input type="checkbox"/> Quadrangles / <input type="checkbox"/> President's Parking Lot / <input type="checkbox"/> Other Campus Space		
Requested Venues/Spaces	Furniture Request	
<input type="checkbox"/> Harkness Quad <input type="checkbox"/> Kresge -Holmes Quad <input type="checkbox"/> Tanner Turner Quad Thayer Quad Trevor Arnett Quad President's Parking Lot Art Museum Dining Hall <input type="checkbox"/> Other	<input type="checkbox"/> Microphones Number (4max) <input type="checkbox"/> Mic Stands _ Table Top _ or Boom _ <input type="checkbox"/> Projector (multipurpose room & conf 231 only) <input type="checkbox"/> Projector Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other An authorized AV tech is required ❖ Events after normal business hours ❖ Use of 4 or more mics ❖ Use of Intelligent State Lighting ❖ Potable set-ups ❖ Additional charges may apply. *Additional equipment may have to be rented. Facilities can provide a list of preferred vendors.	Board Room Classroom Hollow Square L-Shape U-Shape Theatre Style Banquet Rounds High Boys Rectangles tables Folding Chairs Tent _____ Other

Pre-approvals Required	
Requestor Signature	Date:
VP, Dean, or Executive Cabinet Rep Signature	Date:

For Office Use Only				
UME (University Meetings & Events)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Office of Religious Life	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Internal Affairs/Public Relations	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
External Affairs	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Student Leadership & Engagement (Student Center Space)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Registrar's Office (required for academic buildings)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Art Museum (for museum spaces)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Dining Spaces	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Residence Life	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Athletic Department (<i>Required for Stadium & Gym Use Only</i>)	Applicable	Approved	<input type="checkbox"/> Denied	Date:
Public Safety (Required for all events)	Required	Approved	Denied	Date:
#Officers _____ Cost \$ _____				
Facilities	Applicable	Approved	Denied	Date:
Fees after normal business hours if overtime is required: Set Up: \$ _____ Custodial: \$ _____				
Cynthia Gomes (Parking Lots)	Applicable	Approved	Denied	Date:

Email this form to universityevents@cau.edu