

## Student Organizations Request Form

Student Affairs must receive completed form with the advisor's signature four (4) weeks prior to your event. Approvals must be received by UME three (3) weeks prior to the event date. Incomplete or handwritten forms will not be processed.

\*Please do not market your event until you get a confirmation from UME.

\*Attach the description and purpose of your event with this form.

Request Form Submitted Date: \_\_\_\_\_ Requestor Name: \_\_\_\_\_

Requestor Email: \_\_\_\_\_ Requestor Phone: \_\_\_\_\_

Student Organization's Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Email: \_\_\_\_\_ Advisor Phone Number: \_\_\_\_\_

Event/Meeting Title: \_\_\_\_\_

Purpose of Event: **ATTACH THE STUDENT LEADERSHIP AND ENGAGEMENT FORM\***

Type of Event: Meeting  Workshop  Conference  Seminar  Reception  Other: \_\_\_\_\_

Date (s) of Event/Meeting: \_\_\_\_\_

Start Time: \_\_\_\_\_ Setup Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Break-down Time: \_\_\_\_\_

Number of Expected Attendance: \_\_\_\_\_

Attendee Categories:  Faculty/staff \_\_\_\_\_  Students \_\_\_\_\_  Public \_\_\_\_\_

Invited External Guests \_\_\_\_\_

VIP Attendees: \_\_\_\_\_

Food & Beverage Catered: Sodexo: Yes  No  \*Students are not allowed to use external catering or food trucks\*  
\*Food and Beverages are not allowed in classrooms\*

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

\*Cash collection is not allowed at CAU\*

Do you require event marketing, photography, or video services? Please specify: \_\_\_\_\_

\*Please share all marketing flyers with UME prior to distribution to invitees\*

Do you require parking? Yes  No  Number of Spaces: \_\_\_\_\_

<b>Location Request(s)</b>	
<b>Bishop C.L Henderson Student Center / Promenade</b>	
Requested Venue/ 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"/> MPR Stage Green Room/Dressing <input type="checkbox"/> Conference Room (231) <input type="checkbox"/> Lobby (Second Floor) <input type="checkbox"/> Promenade-Student Center Side <input type="checkbox"/> Promenade- President's Side <input type="checkbox"/> Other	<input type="checkbox"/> Microphones _____ (4 max) <input type="checkbox"/> Mic Stands ___ Table Top ___ <input type="checkbox"/> Projector Screen (Left, Right, Center, Front/ Rear) <input type="checkbox"/> AC Cord (MPR only) <input type="checkbox"/> Other: _____  <input type="checkbox"/> Exhibit/Tradeshow <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> U-Shape <input type="checkbox"/> Theatre Style <input type="checkbox"/> Banquet <input type="checkbox"/> Rounds <input type="checkbox"/> Open  <p style="text-align: center;"><b>Furniture Request</b></p> <input type="checkbox"/> Rectangle table: _____ <input type="checkbox"/> Round table: _____ <input type="checkbox"/> Stacking chairs: _____ <input type="checkbox"/> Easel (4 max): _____ <input type="checkbox"/> Lectern: _____ <input type="checkbox"/> Folding chairs (upon request): _____ <input type="checkbox"/> Other: _____

<b>Thomas Cole Research Center</b>	
Requested Venue/ Spaces	Standard Logistics/Room Set-Up for All Areas
<input type="checkbox"/> Aldridge Foyer <input type="checkbox"/> Aldridge Auditorium (4 mic combos) <input type="checkbox"/> Boardroom (1 Clip-On Mic) <input type="checkbox"/> Exhibition Hall (1 Mic, No AV) <input type="checkbox"/> Lecture Hall (2 Handheld Mics)	<input type="checkbox"/> Exhibit/Tradeshow <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> U-Shape <input type="checkbox"/> Theatre Style <input type="checkbox"/> Banquet <input type="checkbox"/> Rounds <input type="checkbox"/> Open <input type="checkbox"/> Auditorium  <p style="text-align: center;"><b>Furniture Request</b></p> <input type="checkbox"/> Rectangle table: _____ <input type="checkbox"/> Round table: _____ <input type="checkbox"/> Stacking chairs: _____ <input type="checkbox"/> Easel (4 max): _____ <input type="checkbox"/> Lectern: _____ <input type="checkbox"/> Folding chairs (upon request) _____ <input type="checkbox"/> Other: _____

<b>CAU Academic Classrooms/ Conference Room</b>	
Requested Venue/ 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"/> Kresge <input type="checkbox"/> McPheters Dennis <input type="checkbox"/> Sage-Bacote <input type="checkbox"/> Thayer Hall <input type="checkbox"/> Wright-Young Hall <input type="checkbox"/> Mass Media Arts	<input type="checkbox"/> Microphones _____ (4 max) <input type="checkbox"/> Projector Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Hyflex Room <input type="checkbox"/> Classroom Number(s): _____ <input type="checkbox"/> Other _____

### Haven Warren

#### Standard Logistics / Room Set-Up / Furniture Request

<input type="checkbox"/> Davage Auditorium <input type="checkbox"/> Davage Foyer <input type="checkbox"/> Classroom spaces for holding/ green rooms _____	<input type="checkbox"/> Easel (4 max): _____ <input type="checkbox"/> Rectangle Table (4 max): _____ <input type="checkbox"/> Red Platform Chairs (30 Max): _____ <input type="checkbox"/> Lectern: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Microphones _____ (3 wireless and 4 wired) <input type="checkbox"/> Mic Stands _____ Table Top <input type="checkbox"/> Projector and Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other _____
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### Epps Gym/ Panther Stadium

#### Requested Venue / Spaces

#### Standard Logistics / Room Set-Up / Furniture Request

<p><b>Henderson Center</b></p> <input type="checkbox"/> Gymnasium <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Other _____ <p><b>Panther Stadium</b></p> <input type="checkbox"/> Football Field <input type="checkbox"/> Softball Field <input type="checkbox"/> Track <input type="checkbox"/> Other _____	<input type="checkbox"/> Folding Chairs: _____ <input type="checkbox"/> Rectangle Tables: _____ <input type="checkbox"/> Floor Tarp: <input type="checkbox"/> Lectern: _____ <input type="checkbox"/> Raised Goals <input type="checkbox"/> Stage Risers <input type="checkbox"/> Other: _____ <input type="checkbox"/> Microphone (4 Max): _____ <input type="checkbox"/> Mic Stands: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> AC Cord: _____
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### Quadrangles / Presidents Lot / Other Campus Space

#### Requested Venue / Spaces

#### Standard Logistics / Room Set-Up / Furniture Request

<input type="checkbox"/> Harkness Quad <input type="checkbox"/> Kresge-Holmes Quad <input type="checkbox"/> Tanner Turner Quad <input type="checkbox"/> Thayer Quad <input type="checkbox"/> Trevor Arnett Quad <input type="checkbox"/> President's Parking Lot <input type="checkbox"/> Dining Hall <input type="checkbox"/> Other	<input type="checkbox"/> Microphones (4 max): _____ <input type="checkbox"/> Mic stands: _____ <input type="checkbox"/> Podium (art museum only) <input type="checkbox"/> Projector <input type="checkbox"/> Projector screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other: _____  <p><i>*Furniture must be rented for the outdoor usage.</i></p>	<input type="checkbox"/> Boardroom <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> L- Shape <input type="checkbox"/> U- Shape <input type="checkbox"/> Theatre Style  <p style="text-align: center;"><b>Furniture Requested</b></p> <input type="checkbox"/> Banquet Rounds: _____ <input type="checkbox"/> High Boys: _____ <input type="checkbox"/> Rectangle Tables: _____ <input type="checkbox"/> Folding Chairs (upon request): _____ <input type="checkbox"/> Tent: _____ <input type="checkbox"/> Other: _____
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**Art Museum Guidelines (if applicable)**

Please check the boxes below to show you understand all the guidelines for utilizing the Art Museum. Failure to comply could result in your event being canceled by the University Meeting and Events Department and Clark Atlanta University Art Museum.

- Max Capacity for the Art Museum Atrium is 60 people.
- A member of the event owner is required to be present for the duration of the event.
- Use of organic floral arrangements, additional lighting, matches, candles, chafing dishes or any other form of heat in the museum and atrium are prohibited at CAUAM.
- Flash photography and additional lighting is prohibited.
- All printed materials including invitations and public relations efforts relating to the event must refer to the museum in the following way: **Clark Atlanta University Art Museum**.
- The Atrium is the only area where food and drink are permitted.
- Eating and drinking are prohibited in the museum exhibit spaces. All menus including food and beverages must be preapproved by CAUAM.
- The museum is not equipped with a catering kitchen. Please be aware of the following conditions:
  - Refreshments must be limited to hors d'oeuvres and non-sticky foods, which are easily handled by guests.
  - Hot food and/or steaming plates are prohibited on the second floor of Trevor Arnett Hall.
  - All liquids packed under pressure (carbonated) must be opened by the caterer or bartender before being served to the guest. Dark-colored beverages are not allowed.
- Alcohol must be served by a licensed bartender. Alcoholic beverages may be served under the terms and conditions consistent with the laws of the state of Georgia. The University policy requires pre-authorization forms from VP Business and Auxiliary Services

**Suggested Reception Set-up:**

- 4-ft round tables (6 max), seats 5
- High boys (6 max)
- 2 rectangular tables – for food service
- 1 rectangular table – for beverage service
- 2 Rectangular tables, if there is to be a bar.
- Linens for tables (required for all tables)
- Sounds system and Lectern available for AV

**Furniture Requested**

- Banquet Rounds: \_\_\_\_\_
- High Boys: \_\_\_\_\_
- Rectangle Tables: \_\_\_\_\_
- Sound System
- Lectern

**Misc. Requirements (if applicable)**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> ZOOM 1 Way _____</li> <li><input type="checkbox"/> ZOOM 2 Way _____</li> <li><input type="checkbox"/> Livestream _____</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> WIFI Request _____</li> <li><input type="checkbox"/> Bandwidth Request _____</li> </ul> |
|---|---|

**Some event equipment/furniture will have to be rented and additional AV techs may be required. Charges will apply and quotes will be provided by UME.**

**An authorized AV tech is required for: events after normal business hours, use of 4 or more mics, use of Intelligent State Lighting, and Potable Set-ups.**

**Drones are strictly prohibited without special permission from public safety. Please indicate your request below with details:**

**Attach a detailed schedule of events by day/date/time, load-in/load-out times and start/end times for each space.**

**Linen is required for all tables and can be provided by Sodexo Catering**

Student Affairs Pre- Approval Required	
Student Requester Signature	Date:
Advisor	Date:
Student Leadership & Engagement	Date
Associate Dean, Student Life	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 (Academic Buildings)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Art Museum (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 (Residence Life)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Athletic Department ( <i>Required for Stadium &amp; Gym Use Only</i> )	<input checked="" type="checkbox"/> Applicable	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
<b>Public Safety (Required for all events)</b>	<input checked="" type="checkbox"/> Required	<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Denied	Date:
# Officers: _____	Cost: _____			
EMS Cost: _____	Bag Check Cost: _____			
Facilities	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Fees after normal business hours if overtime is required:				
Set Up: \$ _____ Custodial: \$ _____				
Cynthia Gomes ( Parking Lots)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Price Per Lot : _____ Price Per Space: _____				
<b>Approved Lots</b>				

**Email this form to [universityevents@cau.edu](mailto:universityevents@cau.edu)**