



External/ External Partnership Facilities Request Form

Forms received less than four weeks before the event date cannot be considered.

Call University Events if you are inside this timeframe at 404-880-6936

Request Form Submitted Date: _____ Requestor's Name: _____

Requestor's Cell Phone: _____ Requestor's Email: _____

CAU Sponsor if applicable (required for all partnerships): _____

Event Owner Name: _____ Event Owner Title: _____

Event Owner Cell: _____ Event Owner Email: _____

Organizational Company Name: _____ Address: _____

Contract Authorized Signer (if different from event owner): _____

Contract Authorized Signer Email (if different from event owner): _____

Event/Meeting Title: _____

Purpose of Event: _____

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

Date(s) of Event/Meeting: _____

Setup Time: _____ Start Time: _____ End Time: _____ Breakdown Time: _____

Number of Expected Attendees: _____

VIP Attendees: _____

Food & Beverage Catered: Yes No

*Sodexo is our approved caterer. Once space is confirmed, you will be connected with a catering representative.

Outside caterers are not allowed. No alcoholic beverages may be served on campus.

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 marketing support, streaming, photography, or video services? Comment here. _____

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

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

VIP Parking Requested? Yes No Number of spaces: _____

Location Request(s)		
Bishop C.L Henderson Student Center / Promenade		
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;">Furniture Request</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: _____

Thomas Cole Research Center		
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;">Furniture Request</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: _____

CAU Academic Classrooms/ Conference Room		
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><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 _____	<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <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: _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Microphone (4 Max): _____ <input type="checkbox"/> Mic Stands: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> AC Cord: _____ </td> </tr> </table>	<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: _____
<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: _____		

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;">Furniture Requested</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)

- ZOOM 1 Way _____
- ZOOM 2 Way _____
- Livestream _____
- WIFI Request _____
- Bandwidth Request _____

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

Pre-approvals Required

Event Requester Signature	Date:
*CAU Sponsor (If a partnership)	Date:
VP Business Services	Date:

***CAU Sponsor must complete and attach the partnership with this form and submit to UME**

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 & Gym Use Only</i>)	<input checked="" type="checkbox"/>	Applicable	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	Date:	
Public Safety (Required for all events)		<input checked="" type="checkbox"/>	Required	<input checked="" type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	Denied	Date:
# Officers:	Cost:							
EMS Required Cost:	Bag Check Cost:							
Facilities	<input checked="" type="checkbox"/>	Applicable	<input checked="" type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	Denied	Date:	
Fees after normal business hours if overtime is required:								
Set Up: \$ _____		Custodial: \$ _____						
Cynthia Gomes (Parking Lots)	<input checked="" type="checkbox"/>	Applicable	<input checked="" type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	Denied	Date:	
Price Per Lot : _____		Price Per Space: _____						
Approved Lots								

Email this form to universityevents@cau.edu