

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

***Do not market your events prior to receiving a confirmation from UME.**

Request Form Submitted Date: _____ Requested By: ☐ Faculty ☐ Staff

Requestor Name: _____ Phone (campus extension): _____

Requestor Email: _____ Department or School: _____

Event Owner Name: _____ Event Owner Email: _____

Event Owner Phone Number: _____

Event/Meeting Title: _____

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

Purpose of Event: _____

Date (s) of Event/Meeting: _____

Setup Time: _____ Start 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

***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 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: _____

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 Furniture Request <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	Furniture Request <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

Henderson Center

- ☐ Gymnasium
☐ Tennis Courts
☐ Other _____

Panther Stadium

- ☐ Football Field
☐ Softball Field
☐ Track
☐ Other _____

- | | |
|--|--|
| <input type="checkbox"/> Folding Chairs: _____ | <input type="checkbox"/> Microphone (4 Max): _____ |
| <input type="checkbox"/> Rectangle Tables: _____ | <input type="checkbox"/> Mic Stands: _____ |
| <input type="checkbox"/> Floor Tarp: _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Lectern: _____ | <input type="checkbox"/> AC Cord: _____ |
| <input type="checkbox"/> Raised Goals | |
| <input type="checkbox"/> Stage Risers | |
| <input type="checkbox"/> Other: _____ | |

☐ Quadrangles / ☐ Presidents Lot / ☐ Other Campus Space

Requested Venue / Spaces

Standard Logistics / Room Set-Up / Furniture Request

- ☐ Harkness Quad
☐ Kresge-Holmes Quad
☐ Tanner Turner Quad
☐ Thayer Quad
☐ Trevor Arnett Quad
☐ President's Parking Lot
☐ Dining Hall
☐ Other

- ☐ Microphones (4 max): _____
☐ Mic stands: _____
☐ Podium (art museum only)
☐ Projector
☐ Projector screen
☐ AC Cord
☐ Other: _____

**Furniture must be rented for the outdoor usage.*

- ☐ Boardroom
☐ Classroom
☐ Hollow Square
☐ L- Shape
☐ U- Shape
☐ Theatre Style

Furniture Requested

- ☐ Banquet Rounds: _____
☐ High Boys: _____
☐ Rectangle Tables: _____
☐ Folding Chairs (upon request): _____
☐ Tent: _____
☐ Other: _____

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	
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 (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 Cost:	Bag Check Cost:							
Facilities Fees after normal business hours if overtime is required: Set Up: \$ _____ Custodial: \$ _____		<input checked="" type="checkbox"/>	Applicable	<input checked="" type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	Denied	Date:
Cynthia Gomes (Parking Lots) Price Per Lot : _____ Price Per Space: _____		<input checked="" type="checkbox"/>	Applicable	<input checked="" type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	Denied	Date:
Approved Lots								