

## Event Reservation Form for General Academic Space

*\*This form is to be used for all UWG academic buildings with the exception of the Nursing Building, Miller Hall, and Adamson Hall.\**

Student Organization: \_\_\_\_\_

Student Organization Representative: \_\_\_\_\_

Representative's Phone Number & UWG Email: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Name of Person in Charge of Event: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Event Activities: \_\_\_\_\_

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

Event Time: \_\_\_\_\_

Requested Building/Room: \_\_\_\_\_ Alternative/Building Room: \_\_\_\_\_

### Additional Event Information:

Expected Attendance: \_\_\_\_\_ Number of Volunteers Working this Event: \_\_\_\_\_

Admission Charge: \_\_\_\_\_ Yes \_\_\_\_\_ No If so, what is cost? \$ \_\_\_\_\_

Will the University Advisor attend the event? \_\_\_\_\_ Yes \_\_\_\_\_ No Advisor: \_\_\_\_\_

Will the event include any of the following? film \_\_\_\_\_ music \_\_\_\_\_ dancing \_\_\_\_\_

**If the event incorporates a film presentation or music, proof of copyright permission must be presented with the request. All events involving food must also be approved through Auxiliary Services and Risk Management.**

Please list tables or chair needs for the event (appropriate areas only). \_\_\_\_\_

**Keep in mind that your request may not be appropriate for all spaces and, therefore, may be denied. For additional information, please refer to the appropriate section in the Registered Student Organization Handbook under the "Procedures" heading.**

**If additional A/V equipment is needed for the event, contact CLASSROOM SUPPORT AND MULTIMEDIA @ 96459.**

**For events incorporating copyrighted materials, please refer to the "Copyright and Public Performance Regulations" policy at <https://www.westga.edu/campus-life/csi/assets-csi/docs/copyright-and-performance-regulations.pdf>.**

### REQUIRED SIGNATURES

*Student Organizations MUST be registered with the Center for Student Involvement.*

Student Organization's President/Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Student Organization's University Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPENDING ON THE SIZE OR NATURE OF THE EVENT, THE STUDENT ORGANIZATION MAY BE REQUIRED TO COMPLETE THE LARGE EVENT FORM & OBTAIN SECURITY PERSONNEL. This form must be completed and submitted within five business days prior to the event.**

*I understand that my group is responsible for:*

- 1. Any technological equipment that is lost or damaged while in our possession*
- 2. Returning the facility to a clean and orderly condition*
- 3. Following all rules and regulations put forth in the Registered Student Organization Handbook*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_