



**Please Print or Type**

Today's Date: \_\_\_\_\_

Student Organization Name: \_\_\_\_\_ Account Number: 60- \_\_\_\_\_

Your Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ SSU Email: \_\_\_\_\_

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

**1. Date(s) of Reservation**

\_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_/\_\_\_\_/\_\_\_\_

Time Access to the Facility is Needed: \_\_\_\_\_

Time Event Will Begin: \_\_\_\_\_

Time Event Will End: \_\_\_\_\_

**2. Reservation**

Table(s) # \_\_\_\_\_

Chairs per table \_\_\_\_\_

Room(s) # \_\_\_\_\_

**3. Location**

**University Center**

Micklethwaite Lobby, 104 (By Cafeteria)

Sodexo Ballroom East (Window)

UC, Micklethwaite, 214 (Meeting Set-Up)

Micklethwaite Lobby, 108 (By Jazzman's)

Sodexo Ballroom West

UC, Micklethwaite, 215 (Lecture Style)

**Classroom**

Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

**Outdoor Space**

Alumni Green (GRD001)

Library Lawn (GRD002)

ATC Lawn (GRD005)

Admin. Annex Lawn (GRD021)

Massie Lawn (GRD003)

3rd St. (GRD029)

Main Sidewalk

Gravel Over Flow Parking Lot

**Other Space:** \_\_\_\_\_

Comments: \_\_\_\_\_

**4. Food & Drink**

Are you having food or drinks?

No

Yes

*If food or drink will be served, you must contact Sodexo at 740.351.3151 to complete an Entertainment Expense Form. Fill out the Entertainment Expense Form and a Permission to Spend Form and take them to Sodexo Catering Services in UC, Ketter Suite 219A.*

**5. Equipment Request**

Computer

Internet

Microphone

TV

Podium

Projector/Screen

Other: \_\_\_\_\_

## 6. Room Design

If you want a room set-up that is different from the regular set-up, please show the design here:

## 7. Alcohol

Are you having alcohol at your event?

No

Yes *To obtain approval for the purchase and consumption of alcohol at an on-campus student event or conference, the sponsoring party must complete an **Alcohol Authorization Form** and submit it along with the **Space Reservation Form**, including all required signatures, to the Office of Event & Conference Services (UC, Ketter Suite 219A) prior to the event.*

### If alcohol will be served at your event:

1. Alcohol on Campus is governed by Board of Trustees Policy 3.19 and Procedure 3.19:1.
2. All student events in which alcohol is served must have an adequate number of adult chaperones that may include University faculty, and/or staff, as determined by the Director of Event & Conference Services or designee. The type of event, number and ages of expected attendees, and the duration of the event will affect this decision. Your student organization advisor must sign the Agreement to Supervise form, agreeing to attend and supervise the event. The organization advisor must be present for the entire event.
3. Schedule an Officer or Security Guard with the Department of Public Safety (DPS) to work your event by calling 351.3266. The number and types of officers (security/police) will be determined by the Director of ECS in consultation with the event organizer and the Director of DPS. The sponsoring organization will be separately billed for the security time and cost of materials.
4. Schedule a meeting with the Director of Student Life to register your event. Please provide the Agreement to Supervise form and confirmation from the DPS.
5. Student Life will provide Sodexo wristbands for identifying students 21 and older. No one under the age of 21 is permitted to purchase, possess, serve, or consume any alcoholic beverage.

### Other important information regarding alcohol:

- University funds may not be used to purchase alcoholic beverages.
- All alcoholic beverages must be purchased from the University's food services vendor (Sodexo) which is licensed and insured.
- In accordance with the liquor license, under no circumstance may any alcoholic beverage be permitted to leave the approved area of the event.
- All sale and use of alcoholic beverages on University property will be monitored by and subject to inspection by the DPS, Director of ECS or designee, or the applicable University dean or sponsoring department director.
- Intoxicated individuals will not be served nor permitted to possess alcoholic beverages and are subject to being ejected from the event and University property. This determination may be made by the liquor-license holder or the appropriate University representative.
- A student who violates the alcohol policy and/or related procedures addressing the consumption and/or sale of alcohol will be subject to the disciplinary provisions described by the Student Code of Conduct.
- Any individual found to be illegally purchasing, selling, and/or consuming alcohol, is intoxicated, disruptive to others, or believed to pose a threat to him or herself or others while on University premises at University or non-University-sponsored events will be subject to the action(s) deemed necessary by the Department of Public Safety and/or local law enforcement agencies.

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

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

Advisor's Name: \_\_\_\_\_

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