## Organization Information

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<th>Organization:</th>
<th>Contact:</th>
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<th>Address:</th>
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## Event Information

- **Date(s) Requested:**
- **Maximum Number of Guests Expected:**
- **Time Requested:**  
  - Event Time: ___ to ___

**Name of Function (to be posted):**  
- ________________________

**Description of Function:**  
- ________________________________________________________________________  
  - ________________________________________________________________________

**Room Preferred (select one):**  
- ___ Atrium  
- ___ Ballroom  
- ___ Conference Room

*Student Life reserves the right to schedule your event into any of the available rooms for best accommodation of your event, another event or set-up coordination. We also reserve the right to change your location for the same.*

**Room Set Up (select one):**  
- ___ Theater  
- ___ Classroom  
- ___ Banquet  
- ___ Exhibit  
- ___ Conference  
- ___ Empty  
- ___ U–Shape  
- ___ Table

**Equipment Requested:**
- ___ Dance Floor  
- ___ DVD Player  
- ___ Easel  
- ___ Extension Cord  
- ___ House Sound  
- ___ Internet Cord  
- ___ Laptop Computer  
- ___ LCD Projector  
- ___ Microphone & Stand  
- ___ Overhead Projector  
- ___ Podium & Microphone  
- ___ Power Strip  
- ___ Stage (Backdrop? Y/N)  
- ___ TV/VCR Combo  
- ___ VCR  
- ___ White Board  
- ___ Wireless Microphone

**Food & Beverage:**

- **Is food being served?**  
  - Yes  
  - No  
  - **Campus Dining has exclusivity to food distribution in the Student Center and Recreation Center.**

- **Is alcohol being served?**  
  - Yes  
  - No  
  - **If yes, a Request to Serve Alcohol Form must be completed and turned into the Student Activities Office**
Rules and Regulations
Your group is being given the opportunity to use the Student Center facility at no cost under the conditions listed below. If you fail to comply with these conditions, future use of the facility by your group could be denied.

Any food or beverage consumed in the Student Center must be provided by Campus Dining. Exceptions to this policy will be considered by written request only on the appropriate form to the Associate Director of Auxiliary Services who will in turn consider the exception in conjunction with the Director Food Services. Your exemption request must be submitted at the time of the room reservation request.

Because other groups may follow your scheduled event you must:
- Pick up your trash and leave the room clean.
- Restore the furniture to the same arrangement it was when you entered the room.
- Not remove pictures from walls, items from the room, add items from other rooms, lounges, or lobby.
- Use only the room or rooms you have been assigned.
- Not burn candles or incense in the rooms.
- Vacate the room at the scheduled time as others may be scheduled to follow.

- You are not permitted to use tape or adhesive materials on painted surfaces, woodwork, or fabric wall — you may use blue painters tape only.
  Initial _____
- You are not permitted to use tacks, nails, or any other items to hang items without explicit written approval noted on this form.
  Initial _____
- Shoes MUST be worn at all times in all areas of Student Center Initial _____

Cancellation
If you find you will not be using the facilities after you have received confirmation of your event, please contact the Student Life office to cancel your reservation no later than 48 hours in advance. Failure to do so may constitute a set up charge to your organization.

Initial _____

Damages
Your organization will be responsible for any and all damages to the facility and any equipment you have requested to use, caused by misuse or abuse of the attendants for said function and will be assessed for that damage after explanation of damages and mutual agreement determining responsibility from both parties. Payment for said damages must be rectified within 30 days of written notification from the Student Life Office. Organization Contact identified on page 1 will be person notified and held responsible.

Initial _____

Signing and submitting this form implies agreement to all policies and regulations as outlined above:

Signature of Organization Representative

________________________

Signature of Student Center Representative

________________________

Date

Date

Please return form to Student Life Office, SC 218
Student Organizations: Kelly Kelley, 303-273-3282 kkelley@mines.edu
Non-Student Organizations: AJ Lauer, 303-273-3353 alauer@mines.edu
Fax: 303-273-3084

Date

Official Use Only:
Reservation Number __________
Date Assigned __________
Room Assigned __________
Time Assigned __________
Date Completed __________
Room Fee __________
Equipment __________
Stage __________
Dance Floor __________
Damage __________
Total __________
ISSV# ___________________