

Space Reservation Request Form

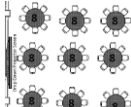
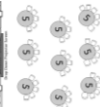
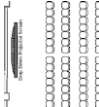
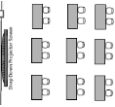
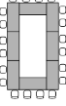
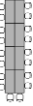
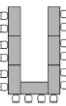
For any regular meeting requiring no review or special requests (including information table requests) this form must be submitted a minimum of three (5) business days prior to the event date. For all other events, this form must be submitted a minimum of fourteen (14) business days prior to the event date. **Note: Incomplete forms will not be accepted!**

Event Name: _____ Event Coordinator Name: _____
 Organization Name: _____ Phone Number: _____
 Event Type: _____ Email Address: _____

Space Requested	Date of Event	Start Time	End Time

Is this a recurring meeting/event? Yes No If so, how often? _____

Set Up Request:

<input type="checkbox"/> Banquet 	<input type="checkbox"/> Crescent Moon 	<input type="checkbox"/> Theater 	<input type="checkbox"/> Classroom 
<input type="checkbox"/> Hollow Square 	<input type="checkbox"/> Conference 	<input type="checkbox"/> U-Shape 	<input type="checkbox"/> As is <input type="checkbox"/> Custom/Other

Seating Count: _____ Special instructions: _____

Additional Furnishings Needed:

() Chairs () Rectangle Tables () Round Tables () Cocktail Tables
 () Podium () Staging () Easel () Flip Chart

A/V Needs: () Projector () HDMI Cord () VGA Cord
 () Laptop () Mac Adapter () Wired Microphone () Wireless Microphone
 () Table-top Stand () Floor stand () Portable Speakers () Wireless Slide Advancer

Will you need tablecloths for your event? Yes No

Will food be served at event? Yes No

Catering: _____

Will alcohol be served at event? Yes No

(USFSP permit is required and City/State permit may also be needed.)

Are parking services needed? Yes No

This space request is not confirmed until approved by an authorized staff member of USFSP, all required support documentation has been approved, and you have received an emailed confirmation for your event. Some events may require an event review before a space request is approved. By signing below, you indicated that you have read, understand, and agree to the reservation fee rates and Meetings and Events Procedures and Guidelines (available at <http://usfsp.edu/usc>). Failure to abide by all USFSP policies may result in additional charges.

Authorized Signature of Organization Representative

Date

Reservation Approved:		Time Received Stamp
_____	_____	
Authorized Signature	Date	
_____	_____	
Initials	Reservation Number	