

JUDSON COLLEGE

Calendar and Facility Reservation Form

All events must be entered onto the College's master calendar before it is considered an official college function and before it may utilize campus facilities and services. Reserving the date and facility does not imply a guarantee for a specific service. It is the duty of the event sponsor to follow-up with the person(s) responsible for that specific service (Eg., sound or food service). Sponsors are responsible for insuring that the event is compliant with institutional policies, that is supports the College's mission and that the event will reflect positively on the institution. (Policies specific to the type of event and the facility may be requested from the Facility Manager.)

Complete this form and submit it to the Facilities Office at least three weeks prior to the date of the event. The information requested on the first page is necessary if no special set-up, equipment, or services are needed. Complete the second page if preparations such as sound or equipment are needed. Written confirmation will be sent when the date and the facility have been reserved.

Event _____

Date of Event _____ Time of Event _____ Sponsoring Group _____

Contact Person _____ Extension _____

Check All That Apply: Off-campus Speaker/Artist Fundraiser Encounters Event Social/Entertainment
 Private party, shower, etc. Academic/Class Event Concert/Lecture Public is Invited Ticketed Event (\$_____)

Who will attend this event? _____

Indicate which facilities are requested and state the date(s) and time(s) needed. Please include time needed for set-up, rehearsals, etc. complete schedule of the event, when available, should also be provided.

	FACILITY	DATE(S)	TIME(S)	Office Use:
	Adams Armstrong Lecture Hall			
	Alumnae Auditorium			
	Archibald Dining Room			
	Bean Hall Lecture or Conference Room			
	Blount Student Union: Triangle Commons			
	Blount Student Union Conference Room			
	Clubhouse			
	Ramsay – McCrummen Chapel			
	President's Home			
	Mead Hall Parlors			
	Mead Hall Kitchen			
	Riddle Gymnasium			
	Thomas Choral and Recital Room			
	Tucker Hall Gallery and Reception Area			
	Other:			

Office Use:

Date received _____ Conf. Made _____ Conf. Sent _____ Staff _____
 Copy to: Facilities Mgmt. Security Hostess Bean Hall Mead Contact Person President
 Athletics Tucker Science Sound Dining Room Student Services

Calendar and Facility Reservation Form

Equipment and Services Section

The information below will be furnished to the appropriate person(s). It is to your advantage, therefore, to provide as much detail as possible and to follow-up with that individual. (The Facilities Management Office oversees most arrangements).

Event: _____ Event Date: _____ Event Time: _____
 Contact Person: _____ Ext. _____

Please indicate the special equipment and services needed during rehearsals and at the event itself:				
Date/Time	Facility	Set-Up (tables, chairs, room arrangement, etc.)	Sound /Technical Support (lighting, microphones, podium, etc.)	Equipment Needed (punch bowl, tablecloths, etc.)

Additional comments:

Post-Event Details:

Office Use:

Date received _____ Conf. Made _____ Conf. Sent _____ Staff _____
 Copy to: ___Facilities Mgmt. ___Security ___Hostess ___Bean Hall ___Mead ___Contact Person ___President
 ___Athletics ___Tucker ___Science ___Sound ___Dining Room ___Student Services