FACILITY RESERVATION REQUEST FORM (F.R.R.F.)

To reserve a venue, please complete this form & submit to the Office of Seegers Union and Campus Events at least 14 days in advance. Upon receipt, we will review space availability & issue a confirmation. Needs requested on this form are for planning only. Specific requests for Media Services, Campus Safety & Dining Services must be made with the individual departments directly. Call x3494 if you have any questions.

Name of Event_________________________________________ Day & Date of event: ________________________________
Facility Requested: Building: ___________________________ Room: ___________________________
Event Start Time ___________ AM or PM End Time___________ AM or PM Estimated Attendance_________
Additional Hours of Access__________________________ Event Type:□ Closed Event □ Campus Event □ Public Event
Contact Person: ________________________________________ Telephone #__________________
Sponsoring Org./Dept. __________________________________ Email ___________________________
Account number ______________________________________

1. Is food or beverage being served? □ Yes □ No □ Served □ Buffet
   Do you require table drapes? Please specify on diagram. □ Yes □ No
   If yes to either one, please contact Dining Services (x3488) upon confirmation of this request.

2. Do you require Media Services equipment or assistance for event? □ Yes □ No
   □ Laptop  #____ Mic & podium □ CD Player  Other:________________________
   □ Data Projector  #____ Mic - stand □ Flip Chart Stand
   □ Screen  #____ Mic - table □ Easel
   □ TV-DVD  #____ Mic - lapel □ Technicians: _______Start _______End
   If yes, please complete an on line Media Request Form upon confirmation of this request, available at Departmental Forms on the intranet.

3. REQUIRED - Please Provide DIAGRAM of room setup & list any special arrangements below. Attach separate page as necessary. If specific set-up is not indicated or provided prior to 10 days in advance the set-up will be normal to the room.

Typical Set-ups: □ Theatre Style □ U-Shape □ Square Shape □ Dining w/ Rounds
   □ Classroom Style □ As Is □ See Attachment

Equipment: _______Trash Brutes _______x____ Stage □ Podium _______Sign Standards
   _______# of chairs _______# of 6’ tables _______# of 8’ tables _______# of round tables

Grounds:

Plant Ops:

Housekeeping:

Security/Parking needs:

4. Requested by (Signature)_________________________ Date________________

Advisor, Dean of Students or Office of Student Life (Signature)________________________
Recognized Student Clubs/Organizations in good standing require approval by one of the above offices to reserve a facility.

Approval required by Facility Managers on requests for Life Sports Center, Library, CA & Trexler Pavilion, Academic Classrooms & Chapel (Signature)________________________

Form Revised: 06-19-13

Official use/Do not write in this box □ R-25
Confirmed by (Seegers Union Official)_________________________ Date_______ Date:_______
Reservation Guidelines

Request for space will be accommodated on a first come, first served basis, and based on program needs, not necessarily preference of venue. Space schedulers reserve the right to relocate events as necessary or to deny requests in consultation with The Office of Seegers Union & Campus Events. Events may not be advertised prior to receipt of an R25 Event Confirmation. Arrangements for catering services may not be made prior to receipt of an R25 Event Confirmation.

To Request the use of Muhlenberg College facilities for events that fulfill the academic mission of the College, are funded by tuition and fees, and are planned and supervised by a College academic or administrative department or student organization, a campus-based user shall:

1. Complete and submit a facility Reservation Request Form (FRRF) to the Office of Seegers Union and Campus Events at least fourteen (14) business days prior to the requested event date. FRRFs are available at the Information Desk located in Seegers Union, or on line. The request should include any anticipated resource needs, set-up type, anticipated maximum number, parking, personnel, catering and media needs, etc.
2. When planning a large-scale or complex event on campus, The Office of Seegers Union & Campus Events can provide logistical planning services including identifying support services, assisting in arrangement of equipment rentals, room layout, etc. to aid in ensuring a successful event. Contact the Office of Seegers Union & Campus Events several weeks in advance to ensure ample time for planning.
3. Upon receipt of the request, within three days, the appropriate College Space Scheduler will:
   a. Confirm or deny the request; AND
   b. Reply to the requester via e-mail and inform them of the action taken; OR
   c. Request additional information for consideration. Equipment rentals such as tents, furniture, pipe and drape, etc. (requested through the Office of Seegers Union and Campus Events, based on initial reservation request), and other support services.
   d. After receiving confirmation, the event sponsor is responsible for making arrangements with Media Services and Muhlenberg Dining Services directly. Event Sponsors should contact the Office of Seegers Union and Campus Events to request additional or changes in set-up or resource needs.
4. Changes in guest counts, resource needs or set-up changes must be submitted to the Office of Seegers Union and Campus Events in writing. Changes in guest counts, where food is involved, must be submitted in writing to both the Office of Seegers Union and Campus Events AND the Catering Department. Last minute changes may be subject to inventory and staff availability and may require assessment of ancillary charges.
5. For Events involving fees related to facilities, rentals, resources or services, the event sponsor is responsible for providing the appropriate account numbers.
6. Event Sponsors wishing to cancel a reservation must notify the Office of Seegers Union and Campus Events by email, referencing the event name, date and location or event confirmation number at least five (5) days before the scheduled event. Organizations should also notify any and all service providers of the cancellation at least five (5) days before the date of the events. Failure to do so may result in the assessment of ancillary charges.
7. Students representing College recognized clubs and/or organizations in good standing with the College, requesting use of facilities and/or resources, are required to acquire the approval and signature of their respective advisor prior to submission of the FRRF.