# Building Reservation / Event Form

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| Policy |
| Requests must be made **10** business days prior to event in order to assure complete set up. Requests are not final until approved by the Director of Campus Police and Public Safety. |

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| Is this a TVCC Sponsored Event? | |
| Yes (Answer this section only) | No (Continue to Next Section) |
| If yes, please STOP here and email your request to [stewart.newby@tvcc.edu](mailto:stewart.newby@tvcc.edu)to confirm your date & space, and then complete the following checklist upon space availability confirmation: | |
| School Dude Request for Event Set up | IT Service-Now Request for Media Set Up |
| Contact Aramark for food requests | Contact Shawn Leis for Energy Requests |
| Contact TVCC PD for police needs |  |

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| Date Event Requested: | Start Time: | End Time: |

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| Event Name: | |
| Event Coordinator |  |
| Street Address |  |
| City ST ZIP Code |  |
| Home Phone |  |
| Work Phone |  |
| E-Mail Address |  |

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| Space Needed | |
| Which space will you need for your event? (check all that apply) | |
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| Classroom | Ballroom |
| Housing | Gymnasium |
| Auditorium \* | Cafeteria Conference Room |
| Cardinal Hall Conference Room | Parking Lot |
| Physical Grounds | Other (Please Describe) |
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| Attendees | |
| Approximate number of people attending: | |
| Number of people working event: | Number of Vendors: |
| List Vendors: | |

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| **Housing\* (room prices based on double occupancy)** | | |
| Will attendees need housing:  Yes  No | If yes how many rooms: | |
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| **Parking** | | |
| Where will attendees park: | | |
| Will handicap parking be needed:  Yes  No | | If yes how many spaces: |
| Will reserved parking be needed:  Yes  No | | If yes how many spaces: |

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| **Restroom facilities** |
| Will extra restroom facilities be needed:  Yes  No |

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| Will you need any media provided? (microphone, podium, projector, computer, etc…) \* | | |
| Yes | No | |
| If yes, please check all that apply: | | |
| Podium | | Microphone |
| Projector | | Computer |
| Other (Please Describe): | | |

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| Describe requested set up. Please use as much detail as possible: | | |
| Total number tables needed: | Will tablecloths be needed:  Yes  No |
| Total number of chairs needed: |  |

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| **Food Service\*** |
| Will you need food service provided?\*  Yes  No |
| Will food services be in the café or catered to another location: |
| If yes, please provide food service needs: |

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| Will you need any Public Relations for your event? | |
| Yes | No |

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| Will you need Police at your event? (1 officer per 100 people is required) \* | | |
| Yes | No | |
| If yes, how many officers: | | What time should officers arrive: |
| If no, who is responsible for emergencies until police arrive: | | |

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| Firearms (please refer to TVCC board policy regarding firearms on campus and 30.06 signage) |
| Will firearms be allowed at the event?  Yes  No |
| If yes, how many 30.06 signs will be needed? |
| If yes, who will post signs: |

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| **First Aid \* (note: TVCC does not provide first aid stations for non TVCC events)** | |
| Will first aid stations be needed:  Yes  No | If yes how many: |
| Where will the station(s) be located: | |
| Who will man the station(s): | |
| Will an AED be available:  Yes  No | |

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| **Communication** |
| Who will notify attendees in the event of an emergency, ie. fire, weather, etc.: |
| How will attendees be notified in the event of an emergency: |
| **Evacuation** |
| Who will be responsible for ensuring all attendees are evacuated: |
| Where will attendees gather if evacuated: |
| Where will attendees take shelter in the event of a weather emergency: |

\*Additional cost may apply

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| Agreement and Signature | |
| Name (printed) |  |
| Signature |  |
| Date |  |

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| For Office Use Only: | | | |
| Building Contact | TVCC PD | Housing Contract |
| IT Request | PR | Contract |
| ARAMARK | School Dude Request | Waiver |
| Energy |  |  |