# Building Reservation / Event Form

|  |
| --- |
| 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. |

|  |
| --- |
| 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.eduto 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 |  |

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

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

|  |
| --- |
| Space Needed |
| Which space will you need for your event? (check all that apply) |
|  |
| [ ]  Classroom | [ ]  Ballroom |
| [ ]  Housing | [ ]  Gymnasium |
| [ ]  Auditorium \* | [ ]  Cafeteria Conference Room |
| [ ]  Cardinal Hall Conference Room | [ ]  Parking Lot |
| [ ]  Physical Grounds | [ ]  Other (Please Describe)  |
|       |

|  |
| --- |
| Attendees |
| Approximate number of people attending:       |
| Number of people working event:       | Number of Vendors:       |
| List Vendors:       |

|  |
| --- |
| **Housing\* (room prices based on double occupancy)** |
| Will attendees need housing: [ ]  Yes [ ]  No | If yes how many rooms:       |
|  |  |
| **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:       |

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

|  |
| --- |
| 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):       |

|  |
| --- |
| 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:       |  |

|  |
| --- |
| **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:       |

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

|  |
| --- |
| 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:       |

|  |
| --- |
| 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:       |

|  |
| --- |
| **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 |

|  |
| --- |
| **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

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

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