

# University Center Scheduling Office Reservation Request Form

University Center, Rose Theatre and Field House

Forms may be found online at <http://saweb.memphis.edu/uc/forms.htm>

Phone: (901) 678-2041 Fax: (901) 678-5591

COMPLETION OF THIS FORM DOES NOT

GUARANTEE SPACE. When a reservation is completed, a confirmation will be emailed to the Contact with an estimate of charges

(if applicable). Please do not assume that a reservation request has been granted until email confirmation is received. For billing information, contact UC Billing at (901) 678-1746.

Date Received	Confirmation

## RESERVATION REQUEST CONTACT INFORMATION

Department/Registered Student Organization	Contact Name
Phone Number (circle one) Office Cell	Email Address
How will this event be paid for? <input type="checkbox"/> Off-Campus Account <input type="checkbox"/> On-Campus Account	Department Name    Account #    Index #
On-campus clients will be billed automatically by Accounting using a transfer voucher and will not receive a transfer voucher to sign. Please be advised that Accounting will automatically deduct the invoice amount from the account number provided.	
<input type="checkbox"/> RSO <input type="checkbox"/> Campus Department <input type="checkbox"/> CPO <input type="checkbox"/> Non-Profit <input type="checkbox"/> Business/Individual	

## EVENT DETAILS

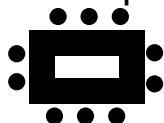
The UC Scheduling Office reserves the right to assign spaces at their discretion in order to utilize space efficiently.

<b>Type of Event</b> <input type="checkbox"/> Meeting <input type="checkbox"/> Social/Party <input type="checkbox"/> Banner <input type="checkbox"/> Meal/Reception <input type="checkbox"/> Movie <input type="checkbox"/> Other _____ <input type="checkbox"/> Performance/Practice <input type="checkbox"/> Exhibition/Info Table	
Name of Event	Event Description
Room Unlocked by (A.M./P.M.)	Start Time (A.M./P.M.)    End Time (A.M./P.M.)
Estimated Attendance	Building Room OR Space Preferred (if known)
Who will be attending the event? <input type="checkbox"/> UofM students <input type="checkbox"/> UofM faculty/staff <input type="checkbox"/> Non-UofM guests	
<b>SINGLE EVENT</b> Date: _____ MON    TUES    WED    THURS    FRI    SAT    SUN	<b>RECURRING EVENT</b> WEEKLY    EVERY OTHER WEEK    MONTHLY Start Date: _____ MON    TUES    WED    THURS    FRI    SAT    SUN End Date: _____ MON    TUES    WED    THURS    FRI    SAT    SUN
<b>OR</b>	
Is this event a fundraiser?    YES    NO Will anything be sold?    YES    NO Will admission/registration be charged?    YES    NO YES to one or more = Solicitation of Funds Form must accompany the Reservation Request	Will off-campus guests be invited?    YES    NO YES = Form A must accompany the Reservation Request Will Dr. Raines be speaking at the event?    YES    NO Will other VIPs be attending the event?    YES    NO If so, who: _____

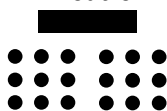
## SET UP/EQUIPMENT NEEDED \* additional charges may apply

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Additional Tables    # _____  | <input type="checkbox"/> Laptop Computer with WIFI * | <input type="checkbox"/> Podium                      |
| <input type="checkbox"/> Conference Phone *            | <input type="checkbox"/> Marker Board    # _____     | <input type="checkbox"/> Projector and Screen *      |
| <input type="checkbox"/> Dance Floor *    _____ (size) | <input type="checkbox"/> Microphone *    # _____     | Will the projector need sound?    YES    NO          |
| <input type="checkbox"/> Easel    # _____              | <input type="checkbox"/> MP3/Audio Connector         | <input type="checkbox"/> Spotlight *    # _____      |
| <input type="checkbox"/> Flip Chart *    # _____       | <input type="checkbox"/> Outdoor Sound System *      | <input type="checkbox"/> Stage *    _____ (size)     |
|  |  | <input type="checkbox"/> Special Instructions: _____ |

**Hollow Square**



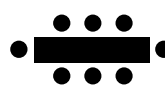
**Theatre**



**Rounds**



**Board Room**



**Classroom**



### CATERING INFORMATION

*Tiger Dining is the exclusive catering service for The University of Memphis. All food at events must be catered through Tiger Dining except for the options listed below. In the event that Tiger Dining declines to cater the event, permission may be requested to use an off-campus caterer with Food Exception Form. Catering requests should be made at least one week prior to the event start date. To place an order, contact the Catering Office at (901) 678-2046.*

*Tiger Dining can provide linens if requested for an additional charge.*

*Catering tables are provided by the UC and should be requested in the Set Up/Equipment Needed.*

- |  |   |
|--|---|
| <input type="checkbox"/> No Food Planned<br><input type="checkbox"/> \$200 Food Exception<br><input type="checkbox"/> Food Exemption<br><small>completed form must accompany reservation request</small> | <input type="checkbox"/> Pizza<br><input type="checkbox"/> Tiger Dining <small>contact Tiger Dining to order catering</small><br>Served Meal <b>OR</b> Buffet |
|--|---|

### OUTDOOR AMPLIFICATION REQUESTED

- YES       NO

*NOTE: Requests for outdoor events with amplification are NOT normally permitted during class hours. Exceptions are normally considered for Fridays between 12:30 p.m. – 1:30 p.m. on the Student Activity Plaza. Other exceptions will be considered, but are rarely approved.*

- Approved       Not Approved      *Authorized Signature:* \_\_\_\_\_

**Reservation Request Contact Signature**

*Registered Student Organizations and Departments ONLY: This should be the budget administrator or RSO officer.*

**Advisor Signature**

*Registered Student Organizations ONLY: Must be Advisor listed online <https://saweb.memphis.edu/rsoreg/RSOList.asp>*

**Printed Name**

**Printed Name**

**Date**

**Date**

### FOR OFFICE USE ONLY

**PARKING**

- Zach Curlin Garage Rental (\$500)
- Zach Curlin Garage Vouchers (\$2.50-3.50 per)
- Special Event Parking (\$5 per)
- No Parking Option

- Will University Police be required?      YES      NO
- More than 100 off-campus attendees?
  - Cash protection required?
  - Late night party?
- \_\_\_\_\_ Number of officers (\$13-30 per hour per officer)

### FOR YOUR INFORMATION

- Forms must be submitted at least one week prior to event start date.
- Confirmation should arrive in three business days.
- Charges will be assessed for damages, extra custodial needs or extra building hours.
- Bring the reservation confirmation to the event.
- Return the complete form (with additional forms if needed) to UC 255. *This form replaces Form B, Form C R25 Request Form, Parking Form, Police Form and Outdoor Amplification.*