

SPACE REQUEST FORM - COLLINS LIVING-LEARNING CENTER

TO BE CONSIDERED AT ALL, THE FRONT OF THIS FORM **MUST** BE COMPLETED IN FULL AND **APPROVED** BY THE COLLINS COMMUNITY COUNCIL *AT LEAST* **7 DAYS PRIOR** TO THE EVENT.

Please plan to attend the Community Council meeting at which your request will be reviewed.
If you cannot attend, please attach a complete description of your event.

1. Title and Sponsorship

Title of Event: _____
Today's Date: _____
Estimated Attendance: _____
Sponsoring Organization: _____
Person Responsible: _____
Phone: _____ Email: _____

If not a Collin Group/Resident:

Advisor's Name: _____
Advisor's Email: _____
Collins Resident:* _____

**Required for off-campus orgs*

2. My Event is on:

Date(s): _____
Day(s) of the week: _____

My Event begins at: _____ am _____ pm
My Event ends at: _____ am _____ pm

Set-up starts at: _____ am _____ pm
Clean-up finished by: _____ am _____ pm

3. Location Request (indicate 1st and 2nd choice):

Large Coffeehouse*
 Edmondson Formal Lounge
 Edmondson Basement Classroom
 Courtyard*
 Dining Hall* (SPECIAL REQUEST)

Medium Cravens B Classroom
 Cravens C Classroom
 Collins Cinema
 Collins Library (SPECIAL REQUEST)
 Clubhouse space: _____

Small Conference Room
 Table outside of the Dining Hall*
 Other: _____

Public events **must take place in one of these accessible spaces*

4. Type of Event:

meeting/discussion group
 performance
 film showing
 class/workshop/lecture
 recreation
 tabling
 ADVERTISING ONLY – NO SPACE NEEDED.
 Other: _____

5. Brief Explanation of Event:

6. Additional Requests:

Admission fees **may not be charged** for any event taking place at Collins. Donations cannot be **required** for entry.

____ I wish to collect non-monetary donations, such as:

____ I am going to use decorations, such as:

____ I would like to chalk in the Collins Courtyard. *Note: Chalking is allowed only on cement walkways. No chalking within 10 feet of any building, on limestone, or anywhere on the steps or veranda.*

____ I would like to hang a banner in the Edmondson Lobby for 24 hours (for official Collins events only) on this date:

____ I would like to create and place ads in table spinners in the Dining Hall for up to seven days (Sunday-Saturday, indicate dates here; attach sample ad with this request):

____ I would like to create an advertisement for the TV by the grill line; please contact me with more information at this e-mail address:

Special Equipment: Fill out an Event Tech Request Form if you need any of the following: DVD Player, projector, screen, lighting, sound equipment AND you are not requesting the Clubhouse Cinema.

Film Screening Request: Please submit this form a month in advance so that we may purchase the film rights.

Room/space must be tidy and all furniture must be returned to its original position when your event is over. If the Collins custodial staff needs to clean up or move furniture back, you may be charged a fee.

My signature:

Date: _____

Signature indicates knowledge of and an agreement to comply with Residence Hall and University policies and procedures as well as with state laws.

**FOR USE OF
COUNCIL CHAIR
ONLY**

CC Chair comments, changes, restrictions, or reason for denial of request:

Approved by

Signature: _____ Date: _____

**RESIDENCE
MANAGER NOTES**
