

Request for Reservable Space

Date received _____
Time received _____
Called _____

This form is a request only! Your reservation is not final until you have received written confirmation from the Benson Administrative Office. Please read all reservation guidelines on back of page 2.

Today's date: _____ Title of Event _____ Event Date(s) _____

Event Time:* Start _____ am/pm End _____ am/pm Number Attending _____
 (*This is the scheduled start time of the event, not the time you need the room ready. Unless otherwise requested, you will be allowed in your room 15 min. prior to start time.)

Individual Requesting: _____ Department/Organization _____

University Acct. # _____ Phone _____ Address _____ Email _____

ALL STUDENT SOCIAL ACTIVITIES (ALCOHOL AND NON/ALCOHOL) MUST BE REGISTERED IN THE OFFICE OF RESIDENCE LIFE AND HOUSING, BENSON ROOM 101.





Food Service? Y N	Time of Service? _____ (cannot be earlier than start time)		
Breakfast	Lunch	Dinner	
____ Continental	____ Box	____ Box	____ Beverage Service
____ Buffet	____ Buffet	____ Buffet	____ Reception
____ Plate	____ Plate	____ Plate	____ Brunch

All food and beverages MUST be provided by Posh Plate Catering. Please contact their office at 758-5610 with the specific requirements once you have received written confirmation of your reservation/location.

Room selections are listed on the back of this sheet. Please list your first and second room choice. If you choose 407, 409, or 410, specify if set up is to face the screen or dry marker board.

First Choice _____ Second Choice _____

If a set up is required, please check one of the following:

<input type="checkbox"/> THEATER (chairs only) 	<input type="checkbox"/> CONFERENCE (table/chairs) 
<input type="checkbox"/> CLASSROOM (tables/chairs one side) 	<input type="checkbox"/> MEAL ____ Buffet ____ Served (plated)
<input type="checkbox"/> HOLLOW SQUARE (chairs around hollow) 	<input type="checkbox"/> OTHER (attach your diagram)

Equipment? Specify all equipment and amount needed (including chairs). All equipment is for use in the Benson University Center only.

- | | | |
|----------------------------|--|--|
| ____ Chairs | ____ Table Top Lecturn | ____ TV/VCR/DVD/Car |
| ____ 2 1/2' X 6' Table | ____ Floor Lecturn w/ Mic | ____ Platform Stage (\$) |
| ____ 18" X 6' School Table | ____ Self Contained Lecturn w/Mic | ____ Portable Screen (only need in 401C) |
| ____ 60" Round Table | ____ Microphone - Handheld (401/Pugh Aud.) | ____ Overhead Projector |
| ____ 3' Square Table | ____ Microphone - Wireless Clip-on (Pugh Aud.) | ____ Slide Projector |
| ____ LCD Projector (\$) | ____ Floor Mic Stand | ____ Portable Sound System (\$) |
| ____ Easel | ____ Table Top Mic Stand | ____ Upright Piano (\$) |
| ____ Flip Chart | ____ AV Cart | |

FOR FURTHER RESERVATION INFORMATION, PLEASE CONTACT THE BENSON UNIVERSITY CENTER ADMINISTRATIVE OFFICE AT 336-758-4869. YOU MAY FAX THIS REQUEST TO 336-758-4744.

Return pink copy to Room 335 Benson University Center; keep yellow copy for your files.

The following rooms are permanently set up conference style (capacity shown in parentheses and cannot be rearranged). All rooms are equipped with dry marker boards and a small refreshment table. All rooms have 2 active data ports for internet access.

Room 301 (18) + LCD/DVD Screen

Room 406 (14) + permanent screen

Room 343 (12)

Room 414 (14) + permanent screen

Room 344F (22) + LCD/DVD Screen

The following rooms can be set up to your specifications (capacity shown in parentheses reflects a theater style set up only). A 3-business day notice is required for all set ups, with a 48-hour notice required for any changes/additions. Rooms 407, 409, 410 and 401-D are equipped with dry marker boards and screens. 401-A and 401-B are equipped with screens only.

Multipurpose Room 401

Entire 401 (650)

407 (50)

401-A (110)

409 (90)

401-B (220)

410 (90)

401-C (110)

401-D (235)

Other reservable areas:

Pugh Auditorium (280)

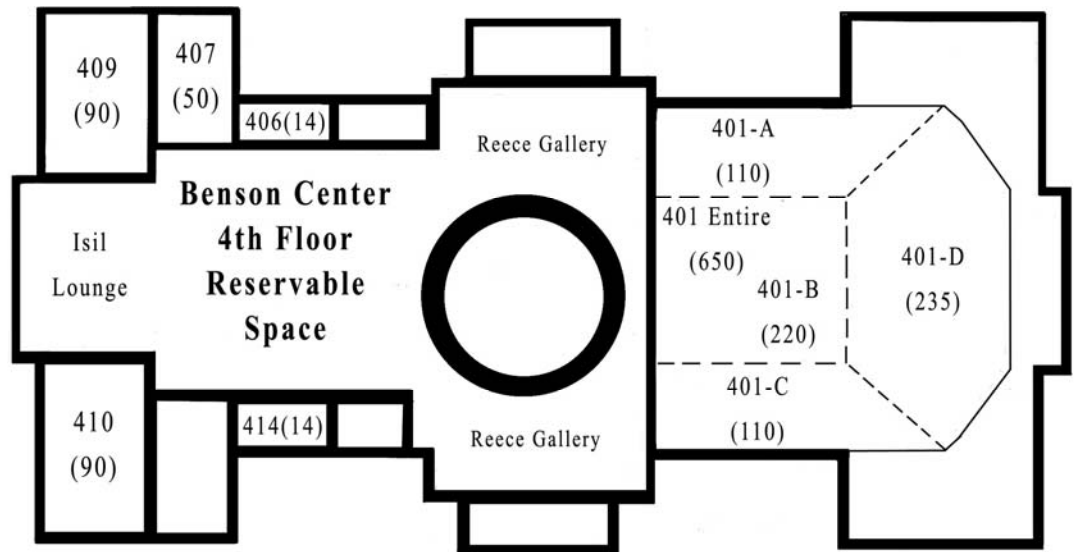
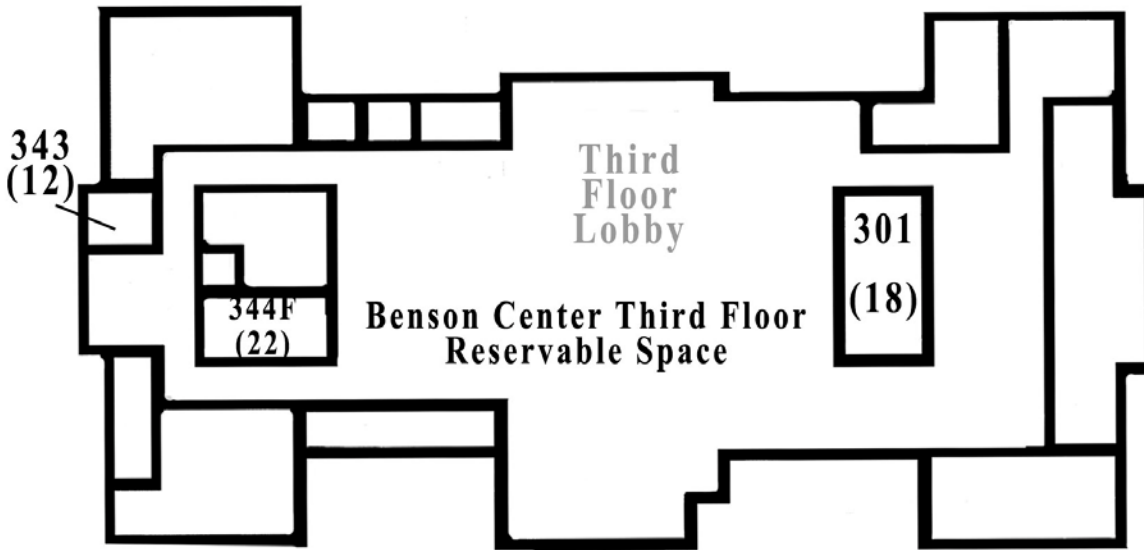
Isil Lounge (Level 4)*

3rd Floor Lobby*

2nd Floor Vendor Tables (use vendor table request form)

4th Floor Reece Gallery*

*Wireless access only



ROOM RESERVATION GUIDELINES

All reservation requests must be made in writing 3 business days in advance and returned to the Benson Administrative Office, Room 335 Benson University Center. All changes/cancellations must be made 2 business days prior to the event. Failure to cancel reservation two business days in advance will result in cancellation fees and/or set up charges.

Your reservation is not final until you receive your copy of the written confirmation from the Benson Administrative Office.

The Benson University Center will HOLD a room for a period of **two weeks maximum**. It is the responsibility of the user to confirm. Otherwise the hold will be released without notice.

All student social activities (alcohol and non/alcohol) must be registered in the Office of Residence Life & Housing in Room 101 Benson University Center.

All departments, organizations, individuals and outside user groups will incur charges as necessary for cleaning. Departments and organizations will need to provide their account number when making a room reservation. User groups without a university account number will be billed directly. Work orders for cleaning will be submitted by the Benson University Center.

An overtime fee of \$50 for 1st hour/ \$25 each hour thereafter will be charged to open the Benson University Center early or close late.

Please vacate your room promptly at the end of your meeting time, be sure the room is locked, and return the room key to the Information Desk.

For security reasons, room keys may not be taken out of the building. Doing so will jeopardize future reservations.

A Baldwin Grand Piano is located in the 4th floor Reece Gallery, and may be used for events in that area only. A Boston Upright Piano is also available for a rental fee.

The Benson University Center reserves the right to reassign rooms when circumstances necessitate such a change. Every effort will be made to honor all reservations as requested or confirmed.

DECORATING:

Decorations are permitted; however, they must be freestanding and may **not** be attached to walls, partitions, floors, ceilings, windows, blinds, rods, light fixtures, or any other part of the building, furniture, or equipment. This policy has been established to maintain the aesthetic quality of the facilities and to keep maintenance costs and costs to the users of the facility to a minimum. Registered social functions must comply with University's safety standards as well as with all OSHA, EPA, and fire code regulations. Approval for an event may be rescinded if standards are violated at any time. **Candles are a violation of fire code and are not permitted.** Decorations must be removed immediately following the event. *Users of the facility will be charged for any repairs or cleanup charges resulting from decorations.*

Building furnishings are to remain in place and are not available for relocation.

DINING SERVICE:

Food and beverage arrangements must be made with Posh Plate Catering (758-5610). Outside caterers are not permitted in the Benson University Center. Campus Dining Services holds the liquor license for the Benson University Center and has sole responsibility for the servicing and dispensing of alcoholic beverages.

THE BENSON UNIVERSITY CENTER DOES NOT ASSUME RESPONSIBILITY FOR ANY DAMAGE OR LOSS TO PERSONAL PROPERTY OR EQUIPMENT. WE CAUTION YOU NOT TO LEAVE PERSONAL PROPERTY OR EQUIPMENT UNATTENDED OR OVERNIGHT IN THE BENSON UNIVERSITY CENTER.