



Reservation Request Reynolda Greenroom

Date received _____

Time received _____

Called _____

Please acquaint yourself with the specific guidelines for this reservable space (Page 2).

Event Date _____ Event Start Time _____ Event End Time _____

(Additional time will be built into your reservation for any preparation time)

Requesting Department/Organization _____

If student organization, must provide name of advisor _____

Individual Requesting _____

University Account # _____ Phone _____ E-mail _____

Description of Event _____

Expected Attendance _____

Please read the guidelines FIRST, before filling in this section:

Food Service? Yes___ No___

Time of Food Service _____

Type of Food Service: Reception___ Plated Meal___

If you wish to use the sound system/floor podium, please contact Aramark at x5610.

_____ I am requesting that the existing furniture be moved/removed once approval is given to use the space. I understand that once I receive the confirmation/ approval, I will be responsible for submitting a work order to Facilities Management (with my account #) to have this work done.

I agree to the terms and conditions as stated on this form. I will be responsible for any damage or cleaning fees that may be incurred.

Signature _____

Date _____

REYNOLDA GREENROOM REGULATIONS

As of September, 2008 the Reynolda Greenroom has been completely renovated. We are committed to maintaining the integrity and beauty of this space, including maintaining the room as a campus walk-through and public space. For this reason reservations for the Greenroom will be restricted as noted below in the 'Events' section.

Requestor must agree to the terms and conditions as set forth in this document. A signature is required before the space can be confirmed.

FOOD

All catering **MUST** be provided by Aramark (758-5610)

Student groups are not permitted to have food service of any kind in this venue.

Administration and Faculty are permitted to have standing receptions or plated meals (no buffet meals or week-day luncheon permitted).

FURNITURE

The furniture located in the Greenroom is permanent, and therefore, should **ONLY** be moved in exceptional (and approved) cases. Approval must be given prior to confirmation of your event.

If approval is given, the requestor must submit a work order (with account #) to have the furniture removed, then put back in place immediately following end of event.

Fines will be assessed if furniture is moved without approval. Fines will also be assessed if furniture is damaged during your event.

EVENTS

Appropriate use of the Greenroom includes receptions, press conferences, formal announcements, holiday parties, informal University events.

Inappropriate use of the Greenroom includes meetings, all day functions, dances, blood drives, fairs, concerts, lectures, and festivals. You are encouraged to reserve space in the Benson University Center for these types of events.

EQUIPMENT

A built in sound system is now available, along with a floor podium, which is stored in the Greenroom, and secured by Aramark. Requestor will be responsible for contacting Aramark and for set-up of equipment.

Requestor will be responsible for any damages or cleaning fees.