



SHORTY'S RESERVATION FORM

This form is a request only! Form should be returned to Room 335 in the Benson University Center. Your reservation is not final until you have received written confirmation from the Benson Center. Maximum Capacity of Shorty's is 99.

Today's Date _____

Name of Event: _____ Event Date(s) _____

Event Time: Start _____ am/pm End _____ am/pm Number Attending _____

Name of Department/Organization: _____

Contact Person: _____ Phone _____

Email Address _____ Mailing Address _____

Describe the purpose of the event: _____

Request Use of Sound Equipment (circle yes or no): Yes No

Listed below is the only sound equipment available. If you need a more extensive sound system, you must provide your own.

If yes, indicate the following: _____ # of Microphones (4 available)

_____ CD player

_____ Tape player

For further information please contact the Benson Office at (336)758-4869.

Office Use Only

Date turned in: _____

Approved by: _____

Date approved: _____