Date of Application_____

MEDAILLE COLLEGE
EVENT REGISTRATION FORM

Date of Event:	**Time:**	**Group:**
Building/Room(s)	**Number of People:**	**Student Organization** ☐ **Faculty/staff** ☐ **External Organization** ☐

Contact Person:

Type of Event:_Reception_____
Address:_____
Telephone:_____ _____

DEAN OF STUDENT'S SIGNATURE IS REQUIRED FOR THE USE OF ALCOHOL AT ALL COLLEGE EVENTS

Quantity:_____ Serving Hours:_____

ADDITIONAL INFORMATION, RENTAL AND SET-UP REQUIRED

Diagram of Set-up:

Number of tables needed:_____
Number of chairs needed:_____

- o **Students Only**
- o **Members Only**
- o **Members & Guests**
- o **Medaille Community**
- o **General Public**

Furniture
In space to left, list all furniture needed, including number of tables and chairs. When necessary, draw diagram of set-up.

Audio-Visual Requests
In space to left, list all A-V equipment needed (you will be notified if there are any items that you are responsible for acquiring.)

Catering ☐
If catering by Chartwells is requested, check box.
Note: Internal groups are required to order own catering unless other arrangements are made.

Set-Up Style: ☐ Classroom ☐ U-Shape ☐ Theater ☐ Other
☐ Work Request Attached

Miscellaneous/Notes:

REQUIRED SIGNATURES

Reserving Party

Asst. to the Dean of Students (for Sullivan Center)

Registrar (for classrooms)

Please fill out this form and forward to: Audrey Grochocki for usage of the President's Dining Room or Main Campus Foyer; Mary M. Johnson for usage of the Sullivan Center Gym or Quad; or, Kim Spencer for usage of the Alumni Room, Classrooms, Computer Labs (H215, H225, D222), or the Lecture Hall. If you are using the Sullivan Center, a set-up meeting may be necessary to determine the needs and feasibility of the event. Scheduling of College events must take precedence over all reservations. The College reserves the right to cancel these reservations (1) if it conflicts in any way with the policies or regulations of the College regarding meetings on campus or (2) if it violates any federal, state or local law.