

Space Reservation Form-Events and Programs Only

Deadlines: 14 days prior to event if set-up requested; 10 days prior if no set-up requested

Event Information	
What	Event Name _____ Description _____ _____ Estimated Attendance _____
When	Date _____ Day of Week _____ Start Time _____ a.m. p.m. Set-up Time _____ a.m. p.m. End Time _____ a.m. p.m. Number of Minutes Needed for Clean-up _____ Note: Indoor events, Sun.-Thurs. must end by 12 a.m.; Fri.-Sat. must end by 1 a.m. Outdoor events must end by 11 p.m. on all days (Baltimore County Noise ordinance). Exceptions made on an event by event basis.
Where	First Location Preference _____ Second/Rain _____ Note: If outdoors, may require further FMS approval prior to confirmation. (SEE REVERSE SIDE F/SET UP NEEDS)
Who	Sponsoring Group (s) _____ Account # (if fees) _____ Contact Person _____ Cell # _____ (Note: Must be present at event.) Advisor Authorization Print name _____ Signature _____ Date _____ Phone _____ <input type="checkbox"/> Will Attend Event <input type="checkbox"/> Will Not Attend Event

Will your event...	Yes, please check	Please Contact for Assistance	Completed (OSE use only)
Work with a community organization in Baltimore/Towson or surrounding area?		Lindsay Johnson ljohnson@goucher.edu Cass Freedland cass.freedland@goucher.edu	
Need a speaker, DJ, band, or any other event guest who will be paid? Contract		Stacy Cooper Patterson scooper@goucher.edu	
Feature a film/documentary? Copyright		Aisha Rivers aisha.rivers@goucher.edu	
Have more than 50 attendees , be advertised off campus, need a grill, or serve alcohol? Public Safety Form		Office of Public Safety, Heubeck Hall	
Want to post digital sign or need assistance with other marketing?		Anna.Young@mail.goucher.edu	

Office Use Only: Date Received _____ Date Requested _____ Event # _____
Date Confirmed (by ECS) _____ Emailed Contact _____ Initials _____ (Rev. July 2017)

Room Set-up, Technical and Staffing Requests

Please indicate **how many** of each item you are requesting. Some items may require to be signed out. **If those items are not returned or are damaged, your club account will be billed.** Contact OSE staff re: fees.

FURNISHINGS:		TABLES:		TECHNICAL NEEDS:	
Chairs - folding		Rectangular (8 ft) – seats 10		Items below require the service of a technician and fee	
Easel		Round – seats 8		Laptop Computer Choose one: <input type="checkbox"/> PC <input type="checkbox"/> MAC	
Music Stand		Round – seats 10		Lectern with microphone	
Projection Screen				Projector LCD	
Stool		TABLECLOTHS:	#	Small Sound System	
Stage Sections (4 - 4' x 8')		Rectangular		Handheld Wireless Microphone	
Lectern -without microphone		Round		Microphone Stand	
EXTRA ITEMS – SIGN OUT FROM OSE	#			Lavaliere Microphone (clips to shirt)	
OneCard Reader				Tabletop Microphone	
Cash box(es)		TRASH & RECYCLE		Special lighting or sound check needed? <input type="checkbox"/> Yes - at what time? _____	
Extension cord(s)		Trashcan(s)			
CD player		Compost Container(s)		Technician for above needs	
Speakers –contact OSE staff to request		Recycle Container(s)		Public Safety – separate form	
		Bucket & mop (contact FMS for availability)			
		Broom & dustpan (contact FMS for availability)			

SET UP DIAGRAM, OR ANY SPECIAL REQUESTS: