

## EVENT REGISTRATION FORM

This form ***MUST*** be completed for all events and meetings

Date of Event	Set Up Time:	Event Begin Time:	Building/Room
	Take Down Time:	Event End Time:	
Event Name, Group, or Committee		Number of People	Student Organization Medaille Community External Organization
Contact Person	Contact Phone#	Contact E-Mail Address	

### UNIVERSITY PRESIDENT SIGNATURE IS REQUIRED FOR THE USE OF ALCOHOL AT ALL COLLEGE EVENTS

Quantity: \_\_\_\_\_ Serving Begin Time: \_\_\_\_\_ Serving End Time: \_\_\_\_\_

UNIVERSITY PRESIDENT SIGNATURE: \_\_\_\_\_

#### Once the form is complete, please forward to:

1. **Lori Coulter** for the President's Dining Room, Buffalo Campus Foyer, M104 & H201: conf. room (form not required for H201)
2. **StudentDevelopment@medaille.edu** for the Sullivan Center, Gym, Quad, Academic Commons 4<sup>th</sup> Floor Café, Events Arena
3. **Registrar@medaille.edu** for the Lecture Hall, computer labs (M310, H216, H217, & D222) & all classrooms and physical science /Vet. Tech. labs
4. **Library@medaille.edu** for the Library Conference Room (form not required for Library Conference Room)

Name / Signature of Requesting Party: \_\_\_\_\_

Approval or Reason for Denial, Signature & Date: \_\_\_\_\_

## DESCRIPTION OF SET-UP

*(REQUIRED: THERE WILL BE NO SPECIAL SET-UP WITHOUT DESCRIPTION OR DIAGRAM)*

<b>Do you require catering through Chartwells? Please check box for extra garbage cans:</b> Contact Chartwells to finalize food and beverage arrangements (716-880-2106) *Requestor must notify Chartwells when event ends *	YES	NO
<b>Do you require tables for food set-up?</b> If yes, how many?		
<b>Do you require extra chairs / tables?</b> If yes, how many chairs?                      If yes, how many tables?		
<b>Do you require any special furniture arrangement? (No special set up without specification.)</b> If yes,    classroom    theater    U-shape    square    Other (diagram attached) <div style="text-align: right;"><b>See notes below</b></div>		
<b>Do you require any special equipment (flags / rugs / curtains / etc.)?</b> If yes, please explain: Special set-up diagrams must be sent to <a href="mailto:facilities@medaille.edu">facilities@medaille.edu</a> at time of room reservation		
<b>Do you require any special IT equipment?</b> If yes, please contact IT at <a href="http://it.medaille.edu/av">http://it.medaille.edu/av</a>		
<b>Do you require any special accommodations for individuals with disabilities?</b> If yes, please contact 716-880-3088 or <a href="mailto:access@medaille.edu">access@medaille.edu</a>		
<b>Special Notes/Considerations/Overnight Storage:</b>		

- A set-up meeting may be necessary to determine the needs and feasibility of the event. Contact Public Safety if reserved parking is needed.
- Any student or school approved organization requesting a room must obtain the signed approval of the supervising faculty / staff member before the request can be reviewed.
- 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 (2) if it violates any federal, state or local law
- All outside entities reserving space on Campus are required to file Certificate of Liability Insurance / Hold Harmless Agreements before space is reserved; rental fees for all Campus space apply.