

LSC ROOM RESERVATION REQUEST

(Request must be received 2 days in advance)

Reservation request is not confirmed until a confirmation number is assigned and you receive a printed or e-mailed confirmation.

EVENT DAY: _____ **EVENT DATE:** _____

ROOM REQUEST: _____ **ESTIMATED ATTENDANCE:** _____

EVENT TITLE: _____

EVENT TIME START: _____ **EVENT TIME END:** _____

If available, will room be needed prior to event for set-up? Time: _____

| | | | |
|--------------------|--|----------------------------|--|
| FOOD | Yes <input type="checkbox"/> No <input type="checkbox"/> | ADMISSION/REGISTRATION FEE | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| ARAMARK CATERING | Yes <input type="checkbox"/> No <input type="checkbox"/> | CONTRACTED D.J.* | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| ALCOHOL SERVICE* | Yes <input type="checkbox"/> No <input type="checkbox"/> | OFF CAMPUS GUESTS | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| OFF CAMPUS SPEAKER | Yes <input type="checkbox"/> No <input type="checkbox"/> | EXTENDED HOURS* | Yes <input type="checkbox"/> No <input type="checkbox"/> |

*Requires additional form

DESCRIPTION OF EVENT: _____

NAME OF ORGANIZATION: _____

CONTACT PERSON (Please print): _____

PHONE: _____ **SHSU E-MAIL:** _____

EQUIPMENT AVAILABLE FOR USE IN THE LOWMAN STUDENT CENTER

Please check equipment requested for event – fees may apply. All equipment requests or changes must be submitted at least 2 working days prior to event.

| | | |
|---|--|---|
| <input type="checkbox"/> Data projector (portable) (laptop <u>not</u> provided by LSC) | <input type="checkbox"/> Podium & microphone | <input type="checkbox"/> Registration table & chairs |
| <input type="checkbox"/> Sound system for laptop presentation | <input type="checkbox"/> Microphone on stand | <input type="checkbox"/> Stage extensions (Ballroom only) |
| <input type="checkbox"/> Dry erase board | <input type="checkbox"/> Wireless microphone | <input type="checkbox"/> Spotlight in ballroom |
| <input type="checkbox"/> Flip chart | <input type="checkbox"/> Lavalier microphone (lapel) | <input type="checkbox"/> Portable CD system |
| <input type="checkbox"/> TV / DVD unit | <input type="checkbox"/> Table top lectern | |
| | <input type="checkbox"/> Piano | |

(Reservation Request continued on reverse side – both sides must be completed for request to be processed)

RETURN BY FAX OR MAIL TO:

Gayle Bullard, Reservations Coordinator
Lowman Student Center, Suite 311,
Box 2389
Huntsville, TX 77341-2389

E-mail: bullard@shsu.edu

Phone: 936.294.1760 Fax: 936.294.3803

LOWMAN STUDENT CENTER OFFICE USE ONLY

ROOM RESERVED: _____

RESERVATION CONFIRMATION: _____

FOOD GUIDELINES

All food service in the Lowman Student Center must be provided by the university catering service and should be made no later than two (2) weeks prior to the event. No food or beverage is allowed in the theater. Officially registered student organizations and university departments may request to serve their own refreshments for their exclusive use in the **third floor meeting rooms only**, by completing a LSC Food Policy Exceptions form at least two (2) business days in advance of the meeting.

LSC CONFERENCE ROOM GUIDELINES

Conference rooms 309, 315, 321, 327, 329 and 331 furniture cannot be moved. All other conference room layouts may be modified with two business days advance notice. A facility change fee may apply. Signage may not be taped on walls, doors, windows or painted surfaces. Rooms must be left in the same condition that they were found, with all trash disposed of in hallway trash containers.

SPECIAL EVENTS

Student organizations requesting to host special events in the LSC must complete the Student Organization Special Event Request form. All required forms for this type reservation must be completed and submitted 5 business days in advance of the event, for the reservation to be confirmed. The sponsoring organization will assume full responsibility for actions of participants, damage to facilities or equipment, and any financial obligations.

DECORATING GUIDELINES

All decoration plans must comply with the LSC Operations Policies. The LSC office must receive, in writing, and approve installation of all decorations. The use of candles is only permitted in the ballroom and must be approved by the Director.

EXTENDED OPERATIONAL HOURS

Request for early opening, late closing, or opening when the LSC is closed, require that a Request for Extended Operational Hours form be submitted to the Director at least one week prior to the event. All events must conclude by 1:00 a.m. and the building must be vacated and secured by 1:30 a.m. Any delay in securing the building prior to the agreed late closing time will result in additional charge.

PAYMENT FOR LSC FACILITIES AND CANCELLATION GUIDELINES

The Lowman Student Center Fee Schedule outlines all applicable fees for facilities and special services. In all circumstance, payment must be received prior to the event taking place. **Full payment is due five (5) business days before the event.** Failure to pay by the due date may result in cancellation of the reservation. No changes can be made to any reservation less than two (2) business days prior to the scheduled event. Failure to cancel reserved facilities at least two (2) business days prior to the scheduled time of use will result in a late cancellation fee. Payments received for facility rental, equipment and services are non-refundable.

As the authorized representative, I understand and agree to the following statements:

The information I have provided is true and accurate. If anything changes, I will notify the LSC Reservations Office, in writing, a minimum of two (2) business days in advance. If false or misleading information is provided, then both individual and organization disciplinary action will follow. I agree that it is my responsibility to be familiar with the applicable LSC Operations Policies as they relate to the event described on the request. I understand that my event will be cancelled in the event that the university is closed due to weather, natural disaster, or national emergency.

SIGNATURE (required): _____

DATE: _____