

LSC CANCELLATION / CHANGE REQUEST FORM

(All cancellation / change requests must be made at least 2 business days prior to your event)

Organization name: _____ Today's date: _____

Contact person: _____ Telephone: _____ SHSU E-Mail: _____

Event name: _____

Current event date: _____ Current event location: _____

_____ **CANCELLATION**

_____ **CHANGE / ADDITION** (Change request for ballroom or theater facilities or semester reservations require new reservation forms)

_____ **Equipment addition** (see equipment list on back side of form): _____

_____ **Date change** – new event date: _____

_____ **Room change** – 3rd floor new room request: _____
Reason: _____

_____ **Program change** – give details: _____

_____ **Time change** – new time start & end: _____
(Attach the Request for Extended Operational Hours form 2 weeks prior to event if applicable)

_____ **Food Meeting** – see LSC Food Policy guidelines on back side of form

_____ **Room set-up** – specify customized 3rd floor room set up request: _____

_____ **Signage posting** – rolling bulletin boards or ceiling hooks

_____ **Decorations** give details: _____

_____ **Miscellaneous change details:** _____

Your signature on this form indicates your ability as an authorized contact on the LSC Student Organization Contact form, to request changes or cancellations. You further acknowledge that the above is only a request and that it is not guaranteed nor in effect until confirmation is received from the LSC office. If your request is granted, you recognize that you and your event may be subject to additional policies and/or fees, where applicable.

Contact name (please print): _____ Signature: _____

LSC Equipment Request

_____ Data Projector ceiling mounted - available Ballroom, Theater, rooms 304, 315, 320
_____ Data Projector flat panel television display - available in rooms 302, 306, 307, 308, 315
_____ Data Projector (portable)
Departments & Off Campus events will be charged \$10 per hour to use data projectors
Indicate time data projector to be used _____ total number of hours _____
_____ DVD player (available with flat panel display or data projector)
_____ Sound System for laptop presentation
_____ Portable CD player
_____ TV with built in DVD player (on portable stand)
_____ Table top lectern
_____ Podium (no microphone)
_____ Podium with wired microphone
_____ Podium with wireless microphone
_____ Wireless microphone on stand: Number needed _____
_____ Wired microphone on stand: Number needed _____
_____ Wireless microphone on table top stand: Number needed _____
_____ Lavalier (lapel) microphone
_____ Dry erase board
_____ Flip chart
_____ Spotlight
_____ Piano
_____ Stage extensions (ballroom only)
_____ Registration table and chairs: Number tables _____ Number chairs _____

LSC FOOD POLICY FOR THIRD FLOOR MEETINGS - form must be filled out 2 business days prior to the event. Officially registered student organizations and university departments may provide and serve their own refreshments for their **exclusive** use in **third floor meeting rooms only**. Refreshments may only be provided for the number of people less than or equal to the maximum room occupancy. **Refreshments are not to include items that may serve as a full meal.** the reservation office must be notified and approval received at least two business days before the meeting. Clean-up is the responsibility of the organization and the room must be left in the condition that it was found. All trash items are to be disposed of in hall trash receptacles. Failure to comply with these guidelines may result in the denial or cancellation of future reservations.

FOOD & BEVERAGE GUIDELINES

All food service in the LSC must be provided by the university catering service and arrangements for food should be made no later than two weeks prior to the event. No food or beverage is allowed in the theater.

DECORATING GUIDELINES

All decorations must comply with the LSC Operations Policy. The LSC office must receive, in writing, and approve installation of all decorations. Signage may not be taped anywhere in the LSC.