

LSC ROOM RESERVATION REQUEST

Request must be received 2 business days in advance. Reservation request is not confirmed until a confirmation number is assigned and you receive a printed or e-mailed confirmation.

EVENT DATE: _____ DAY OF THE WEEK: _____ ROOM REQUEST: _____

EVENT TIME START: _____ EVENT TIME END: _____ ESTIMATED ATTENDANCE: _____

EARLY OPENING TIME (if available) _____ LATE CLOSING (time out of LSC) _____

EVENT TITLE: _____

DESCRIPTION OF EVENT: _____

NAME OF ORGANIZATION: _____

CONTACT PERSON: (please print) _____

PHONE: _____ SHSU E-MAIL: _____

PROGRAM DETAILS

Please check all that apply. * Denotes events that require additional request forms.

ARAMARK CATERING	Yes <input type="checkbox"/>	No <input type="checkbox"/>	FUNDRAISER / ADMISSION FEE	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*ALCOHOL SERVICE	Yes <input type="checkbox"/>	No <input type="checkbox"/>	*DISC JOCKEY / SPECIAL EVENT	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SPECIAL SET-UP (3 rd floor room)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	*EXTENDED OPERATIONAL HOURS	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A/V EQUIPMENT (indicate below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	DECORATING	Yes <input type="checkbox"/>	No <input type="checkbox"/>

LSC EQUIPMENT REQUEST

Please check equipment requested for event – fees may apply. All equipment requests or changes must be submitted at least 2 business days prior to event. Laptops are not provided by LSC. The LSC cannot support MAC computers.

_____ Visual Monitor (flat panel TV or data projector)	_____ Podium w/ microphone	_____ Conference phone
_____ Sound System for laptop presentation	_____ Wireless microphone	_____ A/V cart
_____ Podium or table top lectern	_____ Microphone on stand	_____ Spotlight
_____ Portable CD player	_____ Lavalier microphone (lapel)	_____ Piano
_____ Dry erase board / Flip Chart	_____ Blu-ray / DVD player	_____ Stage extensions
_____ Registration table & chairs	_____ Other _____	_____ Bulletin board

**All groups using LSC facilities are responsible for reviewing guidelines found on back side of form.
Only registered student organizations are required to sign back page**

LSC website: www.shsu.edu/~lsc_www

LSC OFFICE CONFIRMATION:

Gayle Bullard, Reservations Coordinator
Lowman Student Center, Suite 311
E-mail: bullard@shsu.edu
Phone: 936.294.1760 Fax: 936.294.3803
Revised 1-13-12

ROOM RESERVED: _____

CONFIRMATION: _____

LSC Reservation Guidelines

LSC MEETING ROOM GUIDELINES:

Meeting rooms 309, 327, 329 and 331 must remain set in their current configuration. All other conference room layouts may be modified with 2 business days advance notice if schedule permits. All meetings must be scheduled and held in designated spaces. The LSC lobby and lounge areas are not to be used for meetings. Only LSC personnel are authorized to move equipment and other building furnishings. Rooms must be left in the same condition that they were found with all trash disposed of in hallway trash containers.

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. Time and space for catering set-up and clean-up must be available before and after all food events. Officially registered student organizations and university departments may request to serve their own light refreshments for their **exclusive use in third floor meeting rooms only** by completing the LSC Food Policy Form at least two business days in advance of the meeting.

LSC ALCOHOLIC BEVERAGE POLICY:

The "Request for Alcoholic Beverage Service" form must be submitted at least 3 weeks prior to the event. Public Safety Services department will determine if one or more University Police Officers shall be required to be on duty throughout the duration of catered events serving alcoholic beverages. After Public Safety Services signs off on the form, it should be submitted to the LSC office for processing.

EXTENDED OPERATIONAL HOURS:

Requests for early opening, late closing, or opening when the LSC is scheduled to be closed require that the Request for Extended Operational Hours form be submitted to the LSC Director at least **two weeks** prior to the event. Early opening / late closing fees will apply.

SPECIAL EVENTS:

Special events that are fundraisers sponsored by student groups that attract off-campus attendees are limited to 750 people, depending on the event. Programs that use a disc jockey (DJ) service are considered special events. The LSC Student Organization Special Event Request form must be completed and turned in to the LSC office at least 3 weeks prior to the event. Security requirements will be determined by University Police Dept. and will be guided by the total number of anticipated attendance and the SHSU Risk Management Guidelines.

DECORATING / SIGNAGE GUIDELINES:

All decorations and signage must comply with the LSC Operations Policy. The LSC office must receive, in writing, and approve installation of all decorations. Glitter is strictly prohibited and will involve a clean-up fee if used. Signage may not be taped anywhere in the LSC.

SHSU Registered Student Organization authorized representative signature required:

As the authorized representative, I understand and agree that the information I have provided is true and accurate. If anything changes I will notify the LSC Office, in writing, a minimum of two business days in advance. 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 _____ Printed name _____ Date _____