

# LSC ROOM RESERVATION REQUEST

(Request must be received 2 days in advance)

**EVENT DAY & 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	No	ADMISSION/REGISTRATION FEE	Yes	No
ARAMARK CATERING	Yes	No	If yes, how much? _____		
ALCOHOL SERVICE	Yes	No	OFF CAMPUS GUESTS	Yes	No
OFF CAMPUS SPEAKER	Yes	No	EXTENDED HOURS	Yes	No

**DESCRIPTION OF EVENT** (Please provide specific description of event, i.e., Dance, Pageant, Food Function, Lecture.)

**NAME OF ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON (Please print):** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **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. A technical support fee will be charged for use of sound system, operation of data projector, and use of microphones that require sound adjustment during program.

Data Projector on cart (not compatible with Mac's)	Podium – microphone	Registration table & chairs
Overhead projector	Microphone on stand	Stage Extensions
Dry Erase Board	Wireless microphone	Spotlight in ballroom
Flip Chart	Lavaliere microphone (lapel)	Data / Video Projector in theater
Portable screen	Table top lectern	** Ballroom sound system
TV / DVD unit	Piano	** Theater sound system
	*Portable CD system	
	* Operated by organization	** Requires LSC tech. assistant

**(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](mailto: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 Food Policy form. Refreshments are not to include items that may serve as a full meal. A LSC Food Policy form must be submitted to the reservations office at least two (2) business days in advance of the meeting.

## **LSC CONFERENCE ROOM GUIDELINES**

Conference rooms 304, 309, 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. Rooms must be left in the same condition that they were found, with all trash disposed of in hallway trash containers. Signage may not be taped on walls, doors, windows or painted surfaces.

## **SPECIAL EVENTS**

Student organizations requesting to host special events in the LSC, such as a dance or party, must complete the "Student Organization Special Event Request" form and the "Request for Extended Operational Hours" form. All required forms for a reservation must be completed and submitted before the reservation can be confirmed. The sponsoring organization will assume full responsibility for actions of participants, damage to facilities or equipment, and any financial obligations. All special events are limited to 500 guests and must conclude by 1:00 a.m.

## **DECORATING GUIDELINES**

All decoration plans must comply with the LSC Operations Policies. The LSC reservations office must receive, in writing, and approve installation of all decorations. The use of candles is only permitted in the ballroom and conference room 320 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. 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 an additional fee.

## **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"

**SIGNATURE (required):** \_\_\_\_\_ **DATE:** \_\_\_\_\_