

Alfonso Elder Student Union Facility Reservation Request

A. Elder Student Union
North Carolina Central University
Durham, NC 27707
(919) 530-6054/6486 Phone: Please call Mr. Hugh Smith or email hugh.smith@nccu.edu
(919) 530-7234 Fax

Received by: _____
Initial _____ Date _____
Posted by: _____
Initial _____ Date _____

Please write legibly in black ink or type responses

Signing this form indicates you agree to adhere to the policies & procedures of the A. Elder Student Union, Division of Student Affairs – NCCU. We have the authority to alter or cancel rooms when it is beyond our control without notice.
Forms that are incomplete will be rejected. It is your responsibility to call & email if you plan to cancel. This will allow us to permit others to use the facility. If you are not accountable, this could prevent future use of the facility.

Type of Group (Check One)

Registered Student Organization Campus Department Student Group Meeting
Organization/Individual Off Campus Administrative/Academic Department

If you have read and understand the policies and procedures, please have advisor & president sign and print name and date below.

Org./Dept. Name _____ Requestor (print) _____ Phone # _____

(H) ph _____ (W) ph _____ Email: _____

Requestor's/President's Signature _____

Advisor's Signature _____ (H) ph _____ (W) ph _____

List Requested date below: Only one requested "Date" permitted on each form.

Date of Event: _____ Start Time _____ End Time _____

Event Type:	Estimated Attendance:	Room/s Assigned/Office Use Only:			
101/A Lobby <input type="checkbox"/>	136 <input type="checkbox"/>	104 <input type="checkbox"/>	143 <input type="checkbox"/>	101/A & B Lobby <input type="checkbox"/>	146/146A <input type="checkbox"/>
101/B <input type="checkbox"/>	Receptionist <input type="checkbox"/>	104/A <input type="checkbox"/>	144/144A <input type="checkbox"/>		
Tables Inside Lobby For Displays <input type="checkbox"/>	Tables Outside For Displays <input type="checkbox"/>	Fee Charges <input type="checkbox"/>	Game Room <input type="checkbox"/>	Patio <input type="checkbox"/>	Bowling Alley <input type="checkbox"/>

Desired Setup (Diagrams on Back) **Quantity Needed:** Chairs _____ Tables _____
Listed below are types of available setups for each room:
Theater 101 A, 143, 144/144A, 146/146A Classroom 101 A, 104, 104A, 144/144A, 146/146A Conference Style Seminar 101 A, 104A, 144/144A, 146/146A Coffeehouse 101 A Only/ Banquet 101 A Only

Other Equipment

LCD/Projector /Screen (\$100 charge per day) <input type="checkbox"/>	Microphone (Lobby area only) 1 available <input type="checkbox"/>	Podium <input type="checkbox"/>
NCCU Police Security Approval <input type="checkbox"/>	Power Cord Strip (\$5 charge) <input type="checkbox"/>	Piano (\$25 charge) <input type="checkbox"/>
	Other <input type="checkbox"/>	

*******Special Approval Required for the following activities /Check all activities to take place in requested area** *****

Decorating <input type="checkbox"/>	Operation of Sound Equipment <input type="checkbox"/>	Singing <input type="checkbox"/>	Caterer Information: Company: _____
Playing Music <input type="checkbox"/>	Serving Food & Drink <input type="checkbox"/>	Approved Rejected	Phone: _____

Approvals _____
Assistants or Director of Student Union Date
(Over)

ANY AND ALL DEPOSITS ARE NON REFUNDABLE

		For Office Use Only	
Approval _____		Rejection _____	Reason for Rejection _____
Facility Charge \$ _____		Signature/Date _____	
Other Charges \$ _____		Receipt # _____	Received by _____
Total \$ _____		Receipt # _____	Received by _____
Deposit \$ _____		Description _____	
Balance Due \$ _____		Paid by _____	

Policies and Procedures

- Complete requests must be received **at least 15 business days** before the event.
- Incomplete requests will not be accepted (ie. signatures, event type).
- Space is assigned as available and on a first come, first served basis.
- Reservations are only accepted Monday thru Friday 9:00 am – 4:30 pm, **no exceptions. Events must close out @ 9:30 PM in order that staff may secure the building.**
- The A. Elder Student Union will only provide the quantity and/or specific equipment available as **originally requested**. No extra equipment will be made available.
- The Requestor and/or your caterer are responsible for clean up at the end of the event. *Requestor or caterer will be required to secure a room or space to use for prep area.*
- Fees need to be paid in cash, money order or cashier's check **ONLY**. All fees must be paid 15 days prior to the date of the event.
- The Student Union Main Office must be notified of any room cancellation 5 days prior to the event.
- During Final Exams, Spring and Fall Breaks, student organizations cannot reserve meeting space in the Student Union.
- The Student Union furniture (lobby area) must remain in place at all times. Any customer found violating this policy would be charged a damage fee.
- All programs should be conducted in such a manner as not to produce excessive noise that may be disruptive to others.
- Any set-up time needed should be included when making reservations.
- Requestor/Contact Person is responsible for insuring that meeting dates have been approved. It is advisable that no advertising be done before prior approval.

Please sign on front of form.

Areas/Rooms Available for Reserve

<u>Area/Room</u>	<u>Capacity (Chairs Only)</u>
101A	150
104	35
104A	35
143	35
144A	52
146	55
146A	35
Bowling Lanes	50
Game Room	Patio

******Table and Chair Capacities differ from capacities listed above.******

