

FOR INTERNAL USE ONLY

Date Rec'd _____

Approved

Booked

Confirmed

Ronnie Williams
Student Center
 Request Form and Contract
SUBMIT ONLINE*
<http://scems.uca.edu/VirtualEms/>

UCA STUDENT CENTER
 Scheduling Office, SC 206B
 UCA Box 5101
 201 Donaghey Avenue
 Conway, Arkansas 72035
 Ph. (501)852-2524
SCScheduling@uca.edu

*RSO Presidents/Advisors and UCA employees can submit the request **ONLINE** at <http://scems.uca.edu/VirtualEms/>
 *Complete and Return ◆ in Person to SC 206B ◆ by Email SCScheduling@uca.edu
This request must be submitted at least 2 weeks in advance of the event date.

Organization Information

Organization or Department: _____

Contact Name: _____

Contact Phone: _____ Alternate Phone: _____

Contact Email: _____
 (Be sure to check the email address you submitted AND email 'trash' in case the message is rejected by your email and sent directly to 'trash')

RSO Advisor: _____

Name / Address for Billing: _____

Event Information

Name of Event: _____

Date of Event: _____
 (Enter all dates needed for this one event.)

Brief Description of Event: _____

Is this event being used for a political or religious cause? YES NO

Check all that apply: all UCA attendees over 50% UCA attendees less than 49% UCA attendees
 Charge to attend event Registration fee to attend event Department Sponsored

Will any food be at this event? YES NO
If YES check one: Served Meal Buffet Meal Snack Reception Boxed Meal
 Other (explain) _____

(All food service in the SC must be provided through the University contracted food service provider)

Event Start Time: _____ Event End Time: _____ Expected Attendance Number _____

Will any TICKETS or other ITEMS be sold at this event? YES NO
 If YES what item(s) and cost?

 (If YES and you are receiving money or goods, you must submit a Solicitation Form - available at SC Scheduling Office SC 206B or online at <http://uca.edu/studentcenter/files/2011/08/solicitation-app.student.pdf> for students and <http://uca.edu/studentcenter/files/2011/08/Solicitation-app-commercial.pdf> for commercial.)
PLEASE NOTE: UCA reserves the right to require income participation for ticketed event and/or a percentage of gross sales if you sell items.

Additional Time Needed Before and/or After Event

Date	Arrival Time	Activity Decorate/set up (D) & Teardown (T)	Departure Time

Room(s) You Are Requesting

Select a single room by writing in the room preference by priority order (1, 2, 3) above room number.

OR

Indicate that multiple rooms are requested for the event and check room number boxes.

Pre-set Conference Rooms: 201 204 226 207E

(Rooms 201, 204, 226 have a maximum capacity of 10 people. Room 207E has a maximum capacity of 16 people)

Meeting Rooms: 213 214 215 223 224 223/224 (moveable wall) 225

Ballroom: 205A (carpet) 205B (tile) 205A/B (moveable wall)

Set up Style and Items Requested

Theater (Rows of chairs, podium and a table at the front and back of the room) **Empty Room**

Banquet (Chairs around tables. Will be set up with round tables or square shape depending on the room and availability)

Cafeteria (Rows of tables with seating on both sides) **Classroom** (Rows of tables and chairs, podium and head table)

Square Shape (All tables and chairs in a square) **U Shape** (All tables and/or chairs in a U shape)

Please indicate any other items needed:

Podium **Sign-in Table** (1 table and 2 chairs) **Data Projector** **Diagram Attached**

Additional _____

BALLROOM ONLY: **Sound system** (can connect to laptop, ipad or iphone) **Microphone**

Stage (4 sections of 6'X8' at \$10 each) How many sections? _____

Rental Fees & Important Information

UCA RSOs and Affiliated Groups charging admission: Rent will be charged at a 50% discount (2 hour minimum) plus the direct costs of required and/or requested UCA personnel, equipment or services. Half day rates are not available.

When no admission fee is charged by UCA RSOs and Affiliated Groups: Rental fees are waived. Direct costs are still charged for required and/or requested UCA personnel, equipment or services.

External Groups: Rent will be charged at full price (2 hour minimum) plus the direct costs of required and/or requested UCA personnel, equipment or services. Half day rates are not available. Proof of liability insurance may be required.

THIS FORM IS A CONTRACT. By signing, you confirm that you have read, understood and agreed to all policies and procedures for reserving and using the UCA Student Center. The Board of Trustees University Facilities Policy #400 can be found online at <http://uca.edu/board/files/2010/11/400.pdf> and the UCA Student Center Facility Use Regulations can be found online at www.uca.edu/studentcenter/ Copies of both documents are also available in the SC Scheduling Office (SC 206B). You agree to be responsible for any costs or damages that occur during your event.

Failure to use or cancel a Student Center room forty-eight (48) hours prior to the event may result in the group paying the room rental rate. No penalty is involved when cancellation occurs before this specified time. Changes to a reservation must be submitted at least two (2) weeks prior to the event.

This request cannot be processed, approved and confirmed without your signature.

Signature _____ Date _____