

# Pratt Student Involvement

## Student Union Reservation Request and Event Approval

**Reservation Requirements**

1. The Student Union is for use by Pratt Institute’s registered student clubs and organizations (primarily) and at times for Institute events.
2. Reservation forms must be completed in their entirety **3 weeks/15 business days** prior to the event. Please note that the Union is in high demand, so you should be making your reservation as soon as you know the date of your event.

**Event Requirements**

1. Complete a Risk Management Form
2. Event **set-up** and **clean-up** are the responsibility of the sponsoring group or department. All decorations, props, trash, etc. must be removed immediately following the event.
3. The event must begin and end at the time stated on the completed reservation forms. An event may be ended early at the discretion of the Student Involvement and Student Union Staff and an incident report will follow. (Based on violation of Pratt policy or state/federal laws).
4. If you intend to serve alcohol please refer to the alcohol policy and alcohol guidelines/requirements. (Alcohol can only be served at Friday and Saturday events).
5. There is **NO SMOKING** anywhere in the Student Union. Burning of candles or other materials is forbidden unless the Office of Student Involvement has given special permission. In order to be granted permission to use candles, lighters, etc in the Union, you must include detailed information on your event information sheet.
6. The club/organization/department will control the details and manner of the event, but it is agreed to and understood that the Student Involvement staff shall have the right to direct the club/organization/department to discontinue any activity constituting violation of these regulations, Pratt Institute policies, or applicable laws.
7. The club/organization/department (and/or its officers) will be held financially responsible for any damages to the building or equipment as a result of maliciousness and/or negligence on the part of there members, guests, or event participants.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ understand that completion of the Student Union Reservation Request *does not guarantee* that the club/organization/department has the reservation and or that the event has been approved. I understand that Student Involvement will do its best to confirm the reservation via email with in two business days of the receipt of this form.

I, \_\_\_\_\_, have read and understand the above regulations. I agree to uphold all of the above along with all Pratt Institute policies and applicable laws. I also understand that it is my responsibility to inform the members of my club/organization/department of these regulations and Pratt Institute policies.

\_\_\_\_\_  
Signature of Requestor Date

\_\_\_\_\_  
Email address Phone Number

<b>For Office Use Only</b>	
Date Received: _____	Date Approved: _____
Alcohol Approval: _____	Risk Management Completed: _____
Notes: _____	
_____	

# Pratt Student Involvement Student Union Reservation Request and Event Approval

## Requestor Contact Information

Sponsoring Club/Organization/Department: \_\_\_\_\_

**Primary Contact**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Secondary Contact**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Club/Organization Advisor**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Details

Date(s) of Event: \_\_\_\_\_

Title of Event: \_\_\_\_\_

**Time of Union Use Requested**

Begin Set-Up: \_\_\_\_\_ Begin Event: \_\_\_\_\_ End Event: \_\_\_\_\_ End Clean-Up: \_\_\_\_\_

**Space (circle one)**

Union Main Hall (Max Capacity\*: 300)

\*Capacity is dependent on set-up

**Type of Event (check one)**

Comedy/Lecture     Dance/Party (DJ)     Concert (Band)     Other: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Is the event open to the public? Yes/No-

Are Tickets Required: Yes/No If yes, what is the ticket price? \_\_\_\_\_

Will there be alcohol? Yes/No If yes, please complete a separate alcohol approval form.

Will there be a delivery from an outside vendor? Yes/No

If yes, please provide the date and time of the delivery and pick up: Delivery: \_\_\_\_\_ Pick Up: \_\_\_\_\_

## Set-Up Requested

Number of Chairs: \_\_\_\_\_ (max of 200)

Number of 6-foot tables: \_\_\_\_\_ (max of 12)

Number of 3x3 tables: \_\_\_\_\_ (max of 15)

Stage: Yes/No

Podium: Yes/No

Attached a sketch and/or description of your set-up if you wish.

## Equipment Requested

Compact Disc Player

Specialty Lights

Microphone(s); please specify (max 3 corded, 1 cordless)

**Please Note:** Student Activities sound equipment is **not band quality**, if you are have a band **you will need to rent sound equipment at an additional expense**. The reserving group must arrange this equipment- the Student Union staff WILL NOT make such reservations.

**Please Note:** Any other/additional A/V equipment is NOT AVAILABLE (i.e. projector or screen). Please contact Multimedia for other equipment needs.

Additional Requests/Descriptions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, understand that information provided here is what will be used to approve/not approve the event and will be the set-up and equipment provided. If it is not list on this form, I understand it will not be provided to the group by Student Involvement. \_\_\_\_\_ (please initial on the line).