

## Westminster College Campus Event Registration Form

Student Organization or Department: \_\_\_\_\_

Student Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Event Date: \_\_\_/\_\_\_/\_\_\_ Rain Date: \_\_\_/\_\_\_/\_\_\_ Rain Location: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM Expected Attendance: \_\_\_\_\_

Open to:  Sponsoring Organization Only  All Students  All Campus Reoccurring Event: Y / N

Please list ALL DATES below if reservation is for more than one date:

Type of Event:	<input type="checkbox"/> Club Meeting <input type="checkbox"/> Membership Recruitment <input type="checkbox"/> Recreational ( <i>ex: Dodge for a Cause</i> ) <input type="checkbox"/> Run/Walk	<input type="checkbox"/> Speaker <input type="checkbox"/> Dance <input type="checkbox"/> Concert <input type="checkbox"/> Education/Discussion <input type="checkbox"/> Rally/Demonstration	<input type="checkbox"/> Performance <input type="checkbox"/> Fundraiser <input type="checkbox"/> Philanthropy ( <i>Does not have to raise money</i> ) <input type="checkbox"/> Other: _____
<b>Organizations maintain responsibility for making their own room reservations. See Page 2 for more information.</b>			
Indoor Locations:	<input type="checkbox"/> Beeghly Theater <input type="checkbox"/> Orr Auditorium <input type="checkbox"/> Buzz Ridl Gymnasium <input type="checkbox"/> Intramural Gym <input type="checkbox"/> Natatorium <input type="checkbox"/> Old 77	<input type="checkbox"/> Wallace Memorial Chapel <input type="checkbox"/> Residence Hall Lounges <input type="checkbox"/> Witherspoon Room: <input type="checkbox"/> Lakeview <input type="checkbox"/> Maple <input type="checkbox"/> Both <input type="checkbox"/> Mueller Theater	<input type="checkbox"/> Weisel Conference Room <input type="checkbox"/> Watto Conference Room <input type="checkbox"/> TUB Table <input type="checkbox"/> Berlin Lounge <input type="checkbox"/> Other: _____
Outdoor Locations:	<input type="checkbox"/> Anderson Amphitheater <input type="checkbox"/> Athletic Fields <input type="checkbox"/> Burry Stadium	<input type="checkbox"/> Field Station <input type="checkbox"/> College Woods <input type="checkbox"/> TUB Patio	<input type="checkbox"/> Quad <input type="checkbox"/> Eich Fields <input type="checkbox"/> Other: _____
Description of Event:	Please provide a detailed description of your event: _____ _____ _____		
Purpose of Fundraiser or Philanthropy:	Please provide the purpose for your fundraiser or philanthropy event: _____ _____ _____		

**The student responsible and the sponsoring organization understand that:**

1. They are liable for any problems that occur regarding this event, and will cooperate with the College and/or other officials acting in their capacity.
2. There shall be no use, possession, sale or distribution of alcohol or drugs by any student or student organization while on or in College property.
3. The Office of Student Affairs reserves the right to change room reservations due to priority of events. If this occurs, The Office of Student Affairs will do their best to communicate all changes with the organization in a timely manner.
4. TUB Tables are reserved with 1 table and 1 chair. Registered student organizations using TUB tables for fundraising have priority, followed by student organizations advertising or taking reservations for events. Campus departments or offices may reserve the TUB tables, but may be moved in deference to fundraising organizations. Outside vendors or sales reps must be connected to a student organization or College department, office or organized programmatic initiative in order to reserve the tables.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Below is a checklist of items that you need to complete to plan an event. Please make sure all items are completed prior to your event.**

<input type="checkbox"/> Room Reservation	<ul style="list-style-type: none"> <li>To reserve a room, go to: <b><a href="https://astra.westminster.edu/AstraPrd/Portal/GuestPortal.aspx">https://astra.westminster.edu/AstraPrd/Portal/GuestPortal.aspx</a></b></li> <li>TUB Table reservations require a registration form found in the Student Affairs Office</li> <li>If the room is not listed, contact the corresponding department</li> </ul>
<input type="checkbox"/> Rain Locations	<ul style="list-style-type: none"> <li>If your event is outdoors, reserve a rain location space</li> </ul>
<input type="checkbox"/> Technical Equipment	<ul style="list-style-type: none"> <li>For Berlin Lounge, fill out Student Affairs Tech Request no later than 1 week prior to event</li> <li>The electricity at Anderson Amphitheatre is not standardly available. A request to Physical Plant must be made to have it be turned on.</li> <li>For all other rooms, contact Library and Information Systems (LIS) at 724.946.6000</li> </ul>
<input type="checkbox"/> Safety and Security	<ul style="list-style-type: none"> <li>Public Safety must be notified for events with 100 or more guests</li> <li>Contact Public Safety at least 2 weeks in advance of event for security and safety needs at 724.946.6216</li> </ul>
<input type="checkbox"/> Food and Beverages	<ul style="list-style-type: none"> <li>Contact Sodexo at 724.946.7853 for food and beverage requests</li> </ul>
<input type="checkbox"/> Advertisements	<ul style="list-style-type: none"> <li>To put your event on the Campus Events Calendar, please go to: <b><a href="http://www.westminster.edu/about/news/marketing-request-form.cfm">http://www.westminster.edu/about/news/marketing-request-form.cfm</a></b></li> <li>Refer to the Advertisement Guidelines provided by the Office of Student Affairs</li> </ul>
<input type="checkbox"/> Event Set-Up	<ul style="list-style-type: none"> <li>Contact Physical Plant at least 1 week prior to event for set up requests at 724.946.6335</li> <li>Closing/Opening Wall in Witherspoon: You may want to check with Catering or Physical Plant to ensure that the wall is open or closed as to meet your needs.</li> </ul>

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\*\*Office of Student Affairs Use Only\*\*\*\*\***

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Office of Students Affairs confirms that this group has met the criteria for being a registered student organization.**

\_\_\_\_\_  
**Associate Dean of Student Affairs**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Athletic Director (For fundraisers held at Athletic Facilities)**

\_\_\_\_\_  
**Date**