

## Founders Hall Request Form

When completing this form, please keep in mind the following policy:

*Founders Hall was designed and is intended primarily to serve and engage the external community. External events may supersede internal events (when deemed appropriate), even if an internal event is booked earlier. To ensure availability for both external and internal events, university departments are permitted to reserve up to (3) events in Founders Hall in a calendar year. Approved event requests with set-up needs may request up to (2) days to set-up in the space prior to the event, depending on availability and the discretion of the Events office.*

Additionally, please know that even with this sponsorship, reservation confirmation will be dependent upon space availability and a determination that this space is the most appropriate location for the requested event. Final confirmation will be granted at the discretion of Public Affairs.

|              |            |            |
|--------------|------------|------------|
| Request Date | Event Date | Event Name |
|--------------|------------|------------|

|                  |                |
|------------------|----------------|
| Event Start Time | Event End Time |
|------------------|----------------|

|                          |      |
|--------------------------|------|
| Organization Responsible |      |
| Event Contact            |      |
| Phone                    | Ext. |
| Email                    |      |

Expected Number of Participants

% of Internal vs. External Participants

Please provide a brief description of the event, including why Founders Hall is the most appropriate location for the event to take place. Your response should provide strong reasons as to why you are requesting this location. As you answer, please keep in mind that hospitality is a quality of the host and not a quality of the venue.

**\*\*Return to the Director of Community Relations\*\***

**Office Use Only**

Preliminary review of the Master Calendar (Master Calendar Approval: \_\_\_\_\_)

Current availability of Founders Hall (Founders Hall Availability: \_\_\_\_\_)

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