Facility Request Form

KILGORE

Approved: ___ Not Approved: ___
Confirmation #: KF_________

Today’s Date: ________________
Event Date(s): ________________
Start time: __________        End time: __________
Start time: __________        End time: __________

Facility Requested: ___Seminar Rooms (circle): 212, 213, & 214 ___President’s Dining Room
___Kilgore Plaza ___South Lounge ___Snack Bar Area
___Faculty Lounge ___Atrium ___Courtyard

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<tr>
<th>Guest Suites</th>
<th>Guest Name</th>
<th>Arrival Date &amp; Time</th>
<th>Departure Date &amp; Time</th>
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- **Guest Suites** can be reserved with an approved (by the Business Office) requisition at $55.00 per night per person and must accompany this form.
- **Check in** is at 3:00 PM and **Check out** time is at 12:00 noon.
- If the **Room Key** is lost or not returned, an invoice will be submitted to requesting department.
- **Room reservation** must be made fourteen (14) days in advance.

Organization/Department: __________________________________________
Contact Name(s): ________________________________________________
Contact Person Address: __________________________________________
Phone: _________________________________________________________
Cell Phone: __________________ (required for all events after 5:00 pm) E-mail address: __________________
Event Name: ____________________________________________________
Event Type: ___Meeting/Seminar ___Dinner/Reception ___Workshop/Lecture ___Other_________________
Attendance Expected: __________ *Please notify this office with any changes (including head counts) or cancellations.
Brief description of event: __________________________________________
**LOGISTICS**

Is the event open to the public? ____yes ____no

Will refreshment served by Sodexho? ____yes ____no

Is there a charge for admission? ____yes ____no

Will there be a printed program? ____yes ____no

Printed by Morehouse? ____yes ____no

**SET-UP & AUDIO/VISUAL**

Check items needed and quantity:

- __Chairs__________ __Flip Chart and Stand_____
- __Podium, Standing_____ Table________
- __Table(s), Covered_______ Uncovered_____
- __Microphone: Standing_____ __Movie Screen_____
- __Overhead Projector_______ __Slide Projector_______ ___LCD Projector_____
- __TV/VCR Combo_________ __Other__________________________

Use of flip charts, tv/vcr, movie screens, slide projectors, overhead projectors, etc., is allowed only if they are reserved by faculty or staff members only (NO STUDENTS) through Mr. Mercell Belinfanti (extension 2200 or 2207) in Room 111, Brawley Hall or Mr. Ron Hearn at extension 3387 in Triplex, Building #9.

**SIGNATURES**

1. Organization President

2. Faculty/Staff/Advisor

3. Advisor present at event (mandatory for after hours events)

4. Office of Student Life & Planning (mandatory for student groups/orgs)

5. Office of Greek Life (if applicable)

6. Office of Support Services

7. Campus Police (mandatory for after hours events)

**Once you have obtained approvals please return all form to Campus Operations-Support Services Department –Triplex, Building #9. Thank You!**

**Important Information**

- Refreshments CANNOT be served in some facilities.
- Morehouse College has a policy on CHARGING ADMISSION.
- Please review the Policies & Procedures Manual for general facilities use charges on the website.
- Final charge(s) will be negotiated and approved by Morehouse College depending on nature of the event.
- Please log unto our website [www.morehouse.edu/dept/campusoperations/supportservices.html](http://www.morehouse.edu/dept/campusoperations/supportservices.html) to view campus event update and to print out facility forms.