Facility Request Form

Approved: ____ Not Approved: ___

Confirmation #: CF ____________

Today’s Date: ____________

Event Date(s): ____________ Start time: ____________ End time: ____________

Rehearsal Date(s): ____________ Start time: ____________ End time: ____________

Facility Requested:  
- Martin Luther King Jr. International Chapel
- Afro-American Hall Of Fame
- King Chapel Plaza
- Danforth Chapel
- Sale Hall Chapel
- Alternate Location

Organization/Department: ____________________________________________________________

Contact Name(s): _____________________________________________________________ Contact Person Address: ______________________ Phone: __________________________

Cell Phone: ___________________________ (required for all events after 5:00 pm)

Email address: ____________________________

Event Name: ________________________________________________________________

Event Type:  
- Meeting/Seminar
- Dinner/Reception
- Workshop/Lecture
- Memorial
- Concert/Play/Major Event
- Wedding
- Other ____________ Attendance Expected: ___

Event Description: __________________________________________________________________

LOGISTICS

Is the event open to the public? ____ yes ____ no

Will the event be televised? ____ yes ____ no If yes, indicate TV Network Identification

Will the event be taped for radio broadcast? ____ yes ____ no

Will there be a special recording of the event for sale? ____ 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
If outside vendor(s), please indicate__________________________________________________________________

** SET-UP 

Check items needed and quantity:

_____Music Stands #_______  ____Risers, Standing #_______  Sitting #_______  
_____Chairs, Black #_______  Red #_______  ____Organ  ____Piano  
_____Easel(s)  ____Sound Equipment  ____Projector____  ____Lectern  
_____Tables, Covered_______  ____Uncovered_______

** AUDIO/VISUAL**

Check items needed and quantity:

_____Microphones:  _______Standing #_______  
_____Movie Screen  _______Overhead  ____Slide Projector  
_____16MM________  ____2 X 2 Slide  ____8 MM  ____TV/VCR____  
_____Cassette Recorder/Player  ____Projection Screen  ____A C Cord  
_____Tape Recorder/Player  _______Tape (Audio or Video)  ____Extension Cord  
_____Other _________________________________________

** Use of the 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. Use of musical equipment in King or Sale Chapel, must be approved by the Department of Music; Dr. Uzee Brown (extension 2601 or 2103) in Brawley Hall, Room 308.

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 form to Campus Operations-Support Services Department – Triplex, Building #9. Thank You!

Important Information

Refreshments CANNOT be served in some facilities. Please check with Campus Operations, Support Services Department. Morehouse College has a policy on CHARGING ADMISSION. Please see Policies & Procedures Manual for general facilities use charges on the website. Final charge 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 to view campus event update and to print out facility forms.