Facility Request Form/FACULTY- STAFF

CHAPEL

Approved: ___  Not Approved: ___

Today’s Date __________
Event Date(s): __________

Setup Time: __________
Start time: __________
End time: __________

Break down: __________
(*Note break down time includes clean up)

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

Facility Requested:
___ MLK Jr. International Chapel  ___ Afro-American Hall of Fame  ___ King Chapel Plaza
___ Danforth Chapel  ___ Sale Hall Chapel  ___ King Chapel Foyer

Organization/Department:________________________________________________________

Contact Name(s):__________________________ Contact Person Address:________________________

Phone(____)_________________________Cell Phone: (____)_________________________ (required for all events after 5:00pm)

Email address:________________________________________________________

Event Name:________________________________________________________

Event Type: ___ Meeting/Seminar  ___ Dinner/Reception  ___ Workshop/Lecture
___ Memorial  ___ Concert/Play/Major Event  ___ Wedding
___ Other __________________________________________________________

Attendance Expected: ________ *Please notify this office with any changes (including head counts) or cancellations.

Event Description:
________________________________________________________________________
________________________________________________________________________
LOGISTICS (Circle yes or no to specify the logistics for the event)

1. Is event open to the public? Yes / No  
6. Is the event televised? Yes / No  
2. Is event taped for radio broadcast? Yes / No  
7. Recording of the event for sale? Yes / No  
3. Refreshments served by Sodexho? Yes / No  
8. Is there a charge for admission? Yes / No  
4. Does event have a printed program? Yes / No  
9. Are there outside vendor? Yes / No  
5. Is the program printed by Morehouse? Yes / No

SET-UP and AUDIO/VISUAL Request (please make sure to mark, and give specific details where indicated)

<table>
<thead>
<tr>
<th>King Chapel</th>
<th>Sale Hall Chapel</th>
<th>Danforth Chapel</th>
<th>African American Hall of Fame</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ AC Cord</td>
<td>___ Chairs</td>
<td>___ Flip Chart/Easel</td>
<td>___ Chairs</td>
</tr>
<tr>
<td>___ Chairs (black or red)</td>
<td>___ Covered Tables</td>
<td>___ LCD Projector</td>
<td>___ Covered Tables</td>
</tr>
<tr>
<td>___ Covered Tables</td>
<td>___ Flip Chart/Easel</td>
<td>___ Lecturn</td>
<td>___ Flip Chart/Easel</td>
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<tr>
<td>___ Flip Chart/Easel</td>
<td>___ Extension/Surge Cord</td>
<td>___ TV/VCR Combo</td>
<td>___ LCD Projector</td>
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<tr>
<td>___ LCD projector</td>
<td>___ Organ</td>
<td>___ Sound Equipment</td>
<td>___ Podium Mic</td>
</tr>
<tr>
<td>___ Microphone (#)</td>
<td>___ Piano</td>
<td>___ TV/VCR Combo</td>
<td>___ Standing Microphone</td>
</tr>
<tr>
<td>___ Music Stands(#)</td>
<td>___ Organ</td>
<td>___ Uncovered Tables</td>
<td>___ Uncovered Tables</td>
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<tr>
<td>___ Organ</td>
<td>___ Podium Mic</td>
<td>___ Uncovered Tables</td>
<td>___ Uncovered Tables</td>
</tr>
<tr>
<td>___ Piano</td>
<td>___ Sound Equipment</td>
<td>___ Uncovered Tables</td>
<td>___ Uncovered Tables</td>
</tr>
<tr>
<td>___ Podium Mic</td>
<td>___ TV/VCR Combo</td>
<td>___ Podium Mic</td>
<td>___ Uncovered Tables</td>
</tr>
<tr>
<td>___ Projection Screen</td>
<td>___ Sound Equipment</td>
<td>___ Standing Microphone</td>
<td>___ Uncovered Tables</td>
</tr>
<tr>
<td>___ Risers (Sitting)</td>
<td>___ TV/VCR Combo</td>
<td>___ Uncovered Tables</td>
<td>___ Uncovered Tables</td>
</tr>
<tr>
<td>___ Risers (Standing)</td>
<td>___ Uncovered Tables</td>
<td>___ Uncovered Tables</td>
<td>___ Uncovered Tables</td>
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<tr>
<td>___ Sound Equipment</td>
<td>___ Uncovered Tables</td>
<td>___ Uncovered Tables</td>
<td>___ Uncovered Tables</td>
</tr>
<tr>
<td>___ Tape (A/V) Extension</td>
<td>___ Uncovered Tables</td>
<td>___ Uncovered Tables</td>
<td>___ Uncovered Tables</td>
</tr>
</tbody>
</table>

*Please note additional equipment may have to be rented. The Office of Support Services can provide a list of equipment rental vendors.

PRINT NAME AND INITIAL

(Please get approval in the order indicated below)

1. Faculty/Staff/Administrator’s Name ___________________ Date _______  
2. Supervisor’s Name ___________________ Date _______  
3. Office of Event Support Services ___________________ Date _______  
4. Campus Police ___________________ Date _______

Important Information

- Refreshments CANNOT be served in some facilities.
- Morehouse College has a policy on CHARGING ADMISSION. Contact Office of Student Services.
- Please review the Policies & Procedures Manual for general facilities use charges on the website.

KEEP ORIGINAL FACILITY REQUEST FORM FOR CONFIRMATION