

SPRINGFIELD COLLEGE FACILITIES REQUEST FORM

Richard B. Flynn Campus Union Union West Fuller Arts Center Public Green Space

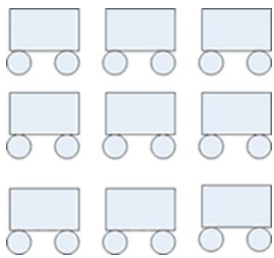
Event Name:	Person Responsible:			Date of Application:		
Office or Club/Org Sponsor:			Phone Number:			
Facility Requested (Building & Room)	Event Date:	Event Start Time: am pm	Event End Time: am pm	Set-up: am pm	Breakdown: am pm	Attendance (est)

ROOM SET UP NEEDS—Please contact Karen Kisiel, Coordinator of Campus Union Operations at x3144 (Campus Union, Fuller, and Outdoor) for assistance

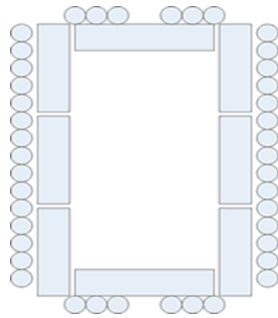
# chairs:	Microphone: Wired or Wireless #	# of Tables (round /rectangular)
# Trash Barrels	PA/Sound System: Mixing Board	Laptop Needed: Yes or No

Media Services Support and/or Campus Union Support		
Operator Needed:	Yes No	Staff Assigned:
Additional Media Needs?		

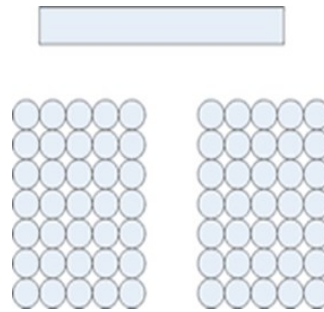
SET UP REQUESTED: PLEASE SELECT A SET-UP OPTION. IF SET-UP IS NOT SHOWN, PLEASE MAKE NOTES BELOW.



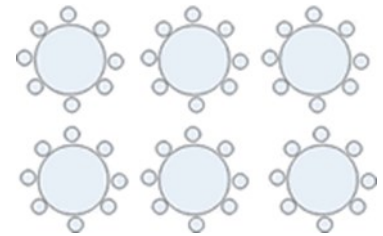
Classroom



Open Square



Lecture



Banquet

Other:

FOOD SERVICE/CATERING INFORMATION— YOU MUST CONTACT ARAMARK DIRECTLY TO ORDER FOOD FOR ANY EVENT x3205
Please note: Outside catering is NOT permitted without authorization. Sale of home prepared food is NOT permitted.

SIGNATURES—REQUEST IS NOT VALID WITHOUT SPONSOR’S SIGNATURE AND IS NOT APPROVED WITHOUT AUTHORIZED SIGNATURE

Sponsor’s Signature	Date	Routing—For Office Use Only	
		ASTRA Entry:	Distributed by and on:
Authorized By	Date	Student Activities & Campus Union	Special Programs
		Sponsor	Media Services
		Campus Police	FACS
		Aramark	Other:

No reservation is confirmed until confirmation copy is received.
 ~Please sign the sponsor signature.

Richard B. Flynn Campus Union, Union West, Fuller Arts Center and Public Green Spaces

Requests for the Richard B. Flynn Campus Union, Union West, Fuller Arts Center, and Green Space are coordinated with Karen Kisiel through 413.748.3144.

A ***Facilities Request Form*** for space within the Richard B. Flynn Campus Union, Union West, Fuller Arts Center, or use of Public Green Space must be submitted and approved prior to the announcement of an event.

TIME LINE FOR FACILITIES REQUESTS (on campus group):

Events – With or Without audio/video requirements, special set-up needs, or food services requirements

1. *Facilities Request Form* must be submitted a minimum of two (2) weeks prior to the date requested.
2. Requests will be reviewed by the Office of Student Activities and Campus Union and space will be assigned based upon availability and prioritization for facilities.
3. Requestor will be notified in writing of assigned space. **No reservation is confirmed until a confirmation copy is received**

Requests not meeting the required submission time frame may not be approved. The Office of Student Activities and Campus Union reserves the right to reassign or cancel space requests based upon College needs. If a change in locations is required, the sponsor will be notified by phone and in writing. If an event must be cancelled, the Office of Student Activities and Campus Union will work with the sponsor to find a different date or location for the event.