



HARCUM
HARCUM COLLEGE

EVENT REQUEST PACKET

Full Name: _____ Phone: _____ Date: _____

Organization: _____ Email: _____

_____ NAME OF PROPOSED EVENT		
DATE: _____	TIME: _____	LOCATION: _____

Each organization or club wishing to host an event must complete an event request form and return it to the Director of Campus Activities at least ten (10) days prior to the event. [Under no circumstances is alcohol to be served at any Harcum College organizational event.](#) If you are found to be in violation of this policy your event will be immediately shut down, funding will be frozen, and the organization will no longer be recognized by the College.

1. Purpose of Event: (Brief description and explain goals of event)

2. Will there be an admission fee? YES NO AMOUNT: _____

3. Is the event open to the general public? YES NO

- If so, how will this be organized?

4. Will this event need catering services? YES NO

5. Estimated Attendance? (Confirm room capacity is appropriate) _____

6. Funding will be provided by?

Return all forms to the Office of Campus Activities, Klein Hall, 2nd Floor



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BUILDING/ROOM REQUEST FORM

The administration is responsible for the use of all College facilities. In order that they may consider your request for the use of a Harcum College building or room, please complete the form below:

1. Building/Room Request:

The _____ (Organization/Individual) request the use of the _____
_____ (Building/Rooms) at Harcum College for the purpose of _____
_____ (Event Name/Purpose) on _____
(Day), _____ (Date), 2006 from _____ (am/pm) to _____ (am/pm).

Name, address, and phone number for the person completing this request:

2. Rules Governing Use of Facilities by Organizations/Individuals:

- a. No smoking is allowed except in designated areas.
- b. No drinking of alcoholic beverages is permitted.
- c. Activity shall be restricted to that area for which permission is granted.
- d. The activity shall not extend beyond the hours approved in the request.
- e. All programs shall be planned so that they do not interfere with the regular day class schedule.
- f. The organization/individual using the building shall be responsible for moving its equipment into and out of the building.
- g. The person in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- h. College authorities must have free access to all rooms at all times.
- i. Room(s) or facilities used by applicant will be carefully examined after use. The applicant will arrange for prompt payment of any loss or damage occurring as a result of use of College property.
- j. No College property or equipment is to be altered or removed from the premises.
- k. This agreement is revocable at any time by college authorities.
- l. No reservation will be made until this application is returned and approved.

I agree or on behalf of the above indicated organization that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full responsibility for any and all damages done to Harcum College property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-named College against any loss, damage, or expense of any kind, which said College may sustain or incur because of use of the above described building by our organization and we will further hold said College harmless for loss of any kind in connection therewith.

Applicant: _____
(signature)

Date: _____



FACILITIES/SET UP REQUEST FORM

Date of Request: _____ Organization: _____

Event Coordinator: _____ Phone: _____

Event Name: _____

Date of Event: _____ Event Time: Start _____(am/pm) End _____(am/pm)

Location: _____ Estimated Attendance: _____

Request Facilities to Set Up the Following:

- Partitions/Dividers
- Microphone
- Podium
- Number of Tables: (Round) _____ (Rectangular/Square) _____
- Number of Chairs: _____
- Projector(s) and Screen(s): Amount _____
- Television with: VCR DVD Player
- Extension Cords: Size _____ Amount _____
- Trash Cans
- Other: _____

Set Up Layout:



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SODEXHO CATERING FORM

Seven Day advance notice is required on all functions

Date of Request: _____

Event Coordinator: _____

Phone: _____

Account to be Charged: _____

Date of Contract: _____

Estimated Attendance: _____

Date of Event: _____

Event Time: Start _____(am/pm) End _____(am/pm)

Type of Service:

- Coffee Break
- Continental Breakfast
- Luncheon
- Afternoon Break
- Reception
- Student Line
- Preset
- Paper Service
- Buffet Service
- Linen & China Service
- Other _____

Facilities to be used:

Please specify where your function is to be held _____,
and any special needs: _____

_____.

Maximum Budget for the event: _____

Menu Selection:

(Please use your catering manual to help you with your selection and budget)

Customer Signature: _____

SODEXHO Price Quote (all prices are per person): _____

SODEXHO Management Signature: _____

Guaranteed Minimum Number of Attendance: _____

Price Approval (Customer Signature): _____

If you have any questions or problems, please contact SODEXHO at X6262



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PUBLIC SAFETY REQUEST FORM

Event Name: _____

Sponsoring Organization: _____

Advisor: _____

Type of Event: EDUCATIONAL DANCE CONCERT OTHER

Date of Event: _____ Rain Date: _____

Time of Event: Start _____ (am/pm) End _____ (am/pm)

Location of Event: _____ Rain Location: _____

Expected Attendance: _____

Number of Officers Requested: _____ Report Time: _____(am/pm)

Account to be charged (\$11.00/hr/officer) ____ - ____ - ____ - ____

On-Site Supervisor of Event: _____ Phone: _____

Approval:

Campus Activities: _____
Janelle L. Williams , Director

Date: _____

Public Safety: _____
Kevin Ryan, Director

Date: _____



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EVENT CHECK LIST

Did you...

- _____ Complete an Event Request Form?
- _____ Complete a Building/Room Reservation Form?
- _____ Complete a Public Safety Request Form?
- _____ Complete a Facilities/Set Up Request Form?
- _____ Pick up a SODEXHO catering packet or outside catering information?
- _____ Publicity: Have all flyers and posters approved by Campus Activities?
- _____ Reserve a Cash Box from the Office of Campus Activities?

OFFICE USE ONLY:

Date Submitted: Proposed Date:
 Approved: Not Approved:
 Initials:
 Additional Notes:

Return all forms to the Office of Campus Activities, Klein Hall, 2nd Floor