

# **Mounties Chalet/The Hut Facility Reservation Form**

Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Who is the on-site person responsible for this event in attendance from event start to finish? (if not the contact person listed above) Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Who is the advisor/chaperone responsible for this event that will be in attendance from event start to finish?

Advisor/Chaperone Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Is this event sponsored by your student club/organization?    Yes    No

Student Club/Organization: \_\_\_\_\_

Please list your club/organization's officers:

## **Event Timeline Information**

Event Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ AM/ PM    Set Up Time: \_\_\_\_\_ AM/ PM

Event End Time: \_\_\_\_\_ AM/ PM    Building Lockdown Time: \_\_\_\_\_ AM/ PM

Estimated event attendance: \_\_\_\_\_ (fire code capacity cannot exceed 200 in attendance)

\*contact person/chaperone is responsible and accountable to insure that event attendance is tracked from start to finish insuring that building fire code capacity is never exceeded.

Is this a university only event or is it open to the general public:    University Only    Public

Door Admission Charge:    YES    NO    Amount: \$ \_\_\_\_\_

## **Nature of Event**

Give a detailed analysis of your event as to who, what and why?

**Mountie Chalet/The Hut equipment available – check all items needed for your event:**

Sound System	Stage Lighting	DJ Sound System
DJ Dance Floor Lighting	Microphones (# required __)	Monitor Speakers (# required __)

**Music instruments:**

2 Electric Guitars	1 Electric Acoustic	1 Electric Bass Guitar
Drum set	Electric piano	Amplifiers

**Recreation Equipment:**

2 Billiards Tables	1 Shuffle Board Table	2 X-Box 360 consoles
LCD Projector	LED TV's – Cable TV	

**Additional Services**

Will you be using the stage?	YES	NO
Do you need a sound and lighting technician?	YES	NO

\*Please note that anyone using our sound and lighting equipment will be required to use our approved student technicians for their program. If you're bringing your own sound and lighting equipment this must be approved through the Student Activities office prior to your event. Written approval from the Director of Student Activities & Programing must be finalized a minimum of one week prior to your approved event date.

Do you need a DJ provided for the event?	YES	NO
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\*Please note that all DJ's using our equipment must be approved through the Student Activities Office prior to your event. If a DJ is bringing their own equipment an approval must be granted through the Student Activities Office prior to your event. Written approval form from the Director of Student Activities & Programing must be finalized minimum of one week prior to your approved event date.

**Facility Setup:**

If you need any of the following services please explain the set up needed and facilities will be notified.

Floor Plan Diagram available here

Room Setup:

Tables and Chairs:

Police Services:

officer needed from start to finish

officer needed to stop in periodically during event while making their regular shift rounds?

\*Please note the Director of Student Activities & Programing reserves the right to assign police officer coverage to your event based on risk analysis.

Catering Services:      YES      NO (it is your responsibility to order this service on your own)

Additional Notes:

**By signing this facility reservation form you acknowledge you have read and understand all terms and conditions outlined on this form and agree to abide by all terms and conditions set forth.**

Contact Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chaperones Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Student Activates & Programing Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

NOTE: You will receive an email confirmation if the reservation is approved.