

**Huntingdon College**  
**Office of College Relations**  
**Request for Facility and Services**

Revised August 22, 2015

*One form is needed for each event.*

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

Name of group, academic department or organization: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact number: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Who is responsible for payment: \_\_\_\_\_

On campus group/Account # for billing: \_\_\_\_\_

Off campus group/ Address for billing: \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Event Location: \_\_\_\_\_

*Please include the building(s) and room number(s) requested*

Alternate Location: \_\_\_\_\_

Deliver/Set Up Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Clean Up Time: \_\_\_\_\_

*Each group is responsible for leaving the facility as they found it*

Expected Attendance: \_\_\_\_\_

**Set Up Information: Please attach a set up diagram.**

Please check appropriate set up.

Board                       Classroom                       Theatre                       Other  
 Banquet                       Square                       U-shape

**Transportation Means: (must be completed for all off-campus events):**

Personal Vehicle(s)  College Van(s); number requested \_\_\_\_\_

College Mini-Bus  Other College Vehicle: *Please specify* \_\_\_\_\_

Other Transportation: *Please specify* \_\_\_\_\_

Driver(s): *Must include the First and Last Name of Driver(s) if planning to utilize College Owned Vehicles*

Pick-up Date and Time: \_\_\_\_\_

Return Date and Time: \_\_\_\_\_

**Room/Space Set up specifications: Must include diagram for placement.**

Number of extra tables for: \_\_\_\_\_ Head table \_\_\_\_\_ Registration \_\_\_\_\_ Display \_\_\_\_\_ Food \_\_\_\_\_

Number of extra chairs for: \_\_\_\_\_ Head table \_\_\_\_\_ Registration \_\_\_\_\_ Display \_\_\_\_\_ Food \_\_\_\_\_

Number of extra trash cans: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

- Other Needs:  Podium       Podium mic\*       Table cloths (add'l cost)  
 Table lectern    Mic on stand       Table skirting (add'l cost)  
 U.S. Flag\*       Alabama Flag\*       UMC Flag\*  
 Stanchions       Other \_\_\_\_\_

**\*These items are specific to Ligon Chapel only.**

Floor Sign(s) Stands \_\_\_\_\_

Wall Sign(s) \_\_\_\_\_

*Please indicate number of signs needed & verbiage for sign(s). Signage will be ordered from the print services; cost of same will be billed as appropriate. You will be notified when the sign(s) are ready for pick up in the print shop located behind the bookstore in Roland Student Center. Please use an additional sheet of paper for multiple signage and attach to this form.*

**Media (A/V) Services:**

- Sound Technician (Drum Theater)       Portable Projector  
 Sound Technician (Ligon Chapel)       12' x 12' Screen  
 Laptop Computer       60"Screen  
 Speakers for Laptop  
 Other: \_\_\_\_\_

*Please designate locations for items listed above on set up diagram.*

**Waivers/Hold Harmless Agreements Required?    \_\_\_Yes \_\_\_No**

**Insurance: Does this event require Proof of Insurance?    \_\_\_Yes \_\_\_No**

Please note, for groups, organizations and/or entities that are not a part of Huntingdon College, we require a current Certificate of Liability naming Huntingdon College as additional insured from your liability insurance provider. This document must be faxed (334-833-4307) to the Office of Event Planning and Travel as soon as you are notified the event has been approved. Your event may be cancelled if this document is not received at least one week prior to the event.

**Event Refreshments/Meals: Does this event require refreshments/meals?    \_\_\_Yes \_\_\_No**

Please be aware if food is served at events held at any Huntingdon College owned property, whether for an outside group or a college group, you are required to give Aramark first right of refusal to provide that food. If you are granted permission from Aramark to bring food in from an outside source, you must order that food from a reputable, licensed caterer or restaurant. It is not permissible to serve food at a Huntingdon College event, prepared in a home kitchen, including homes on College Court owned by Huntingdon College, and occupied by Huntingdon students. If you use Aramark at Huntingdon College to prepare and serve the food and drinks for your event, you are asked to contact Mr. Kedric Barnette ([kbarnette@hawks.huntingdon.edu](mailto:kbarnette@hawks.huntingdon.edu)) or Ms. Valerie Prewitt ([vprewitt@hawks.huntingdon.edu](mailto:vprewitt@hawks.huntingdon.edu)) directly for pricing and to coordinate your menu selections. Thank you for your compliance with this policy. Will you be contacting Aramark for permission to use an off campus caterer?    \_\_\_Yes \_\_\_No

Please be aware alcohol is not permitted on any property owned by Huntingdon College including campus grounds, buildings or in vehicles parked on Huntingdon College property. Further, and pursuant to Huntingdon College policy, the possession, use, or discharge of firearms, fireworks or other explosive devices, or weapons of any kind, are prohibited on the property of Huntingdon College. No pets are allowed in campus buildings, on or around athletic fields. Huntingdon College is a smoke free campus.

By signing this document, you are agreeing to uphold all Huntingdon College policies and you understand that violation of same is just cause for the cancellation of this reservation at any time before or during the event, and may further void your future use of Huntingdon College facilities.

**Completed forms must be submitted to the Office of College and Alumni Relations, Flowers 217A, at least two (2) weeks prior to the date of the event or two weeks prior to the start date for recurring events.**

\_\_\_\_\_  
Event Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Representative/Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of College Relations

\_\_\_\_\_  
Date