



To ensure appropriate approval time, please allow at least two weeks from submission of this form.

EVENT/FACILITY/CALENDAR REQUEST

Organization: _____ **Contact Name:** _____

Contact Phone: _____ **Contact Email:** _____

Name of Event: _____

Date(s) of Event: _____

Time Event Begins: _____ **Time Event Ends:** _____

Will you need extra time to set-up? Y / N **If yes, how much time?** _____

Will you need extra time to tear down? Y / N **If yes, how much time?** _____

Description of Event:

Advertisement for OCU Events Only: Johnson Center Sign (only if it is open to the public)? (Y / N)
Online Calendar? (Y / N) News Story? (Y / N) Nixle? (Y / N)

Building Requested: _____ **Room Requested:** _____

Location (if not a building on OCU's Main Campus): _____

Estimated number of people attending: _____

Maintenance Needs Requested (check all that apply): ___ None
___ Podium ___ Number of Chairs ___ Number of Tables ___ Other: _____

You must also contact OCU Maintenance directly at 812-749-1270 or maintenance@oak.edu to confirm your maintenance requests.

I.T. Needs Requested (check all that apply): ___ None
___ LCD Projector ___ Screen ___ Computer ___ Other: _____

You must also contact I.T. directly via email at ithelpdesk@oak.edu to schedule setup/orientation of equipment and confirm specific equipment requests.

Sound Equipment Requested: ___ None ___ Yes: _____

You must also contact Cynthia Blough-Retana directly at cretana@oak.edu or 812-749-1254 to schedule setup/orientation of equipment and to confirm specific equipment requests.

Are you planning on serving food or refreshments at the event? Yes* / No

*If yes, you must contact the Pioneer College Catering Food Services Director at 812-749-1400 or at diningservices@oak.edu.

Please understand your organization may be charged for the use of OCU Facilities.

Contact & Student Club Sponsor Signature

Date

The signatures listed below acknowledge that the event is approved and the room is available on the date requested.

Student Life Office

Date

Executive Office

Date