



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)

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 Colton Potter directly at cpotter@oak.edu or 812-749-1500 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