

# RESERVATION REQUEST FORM

## South Campus Center Reservations and Event Services

SCC Room 311, Campus Box 357910, Seattle, Washington 98195-7910  
 Telephone # (206) 543-0530 Fax # (206) 616-1988  
 sccres@u.washington.edu http://depts.washington.edu/sauf/

This form represents a scheduling request **ONLY**. Confirmation of space will be mailed, faxed or e-mailed to the address you list below.

**CUSTOMER INFORMATION**  Dept./Staff/Faculty  ASUW/GPSS  Registered Student Organization  Off-Campus Organization

Person Making Reservation \_\_\_\_\_ Telephone # \_\_\_\_\_  
 E-mail address \_\_\_\_\_ Fax # \_\_\_\_\_  
 Organization Name \_\_\_\_\_  
 Department Name \_\_\_\_\_ UW Box # \_\_\_\_\_  
 or  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

### MEETING/EVENT INFORMATION

Title \_\_\_\_\_  
As you would like it to appear on our web page

Description \_\_\_\_\_

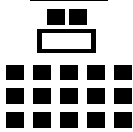
**DATES, TIMES, LOCATION** Please list each date separately below. Attach an additional sheet if necessary.

Date(s) Requested	Meeting/Event Start Time	Meeting/Event End Time	Room(s) Preferred	Access Time Needed Before/After		Expected Attendance
				From:	To:	

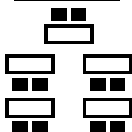
**Open Space**

Stack of chairs and tables provided.

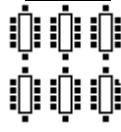
**Lecture**



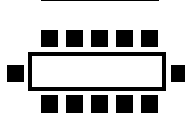
**Workshop**



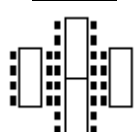
**Banquet**



**Conference**



**Seminar**



**Reception**

Open space: table(s) and stacks of chairs

**Draw Set**

Please circle/draw the set above that you prefer. Due to room configurations sets may vary from above examples.

- ◆ **Do you plan to have food and/or beverage service or to bring in food and/or beverages?** Yes \_\_\_ No \_\_\_  
 If yes, what is the source?  UW Catering  Off-campus catering: Name of caterer \_\_\_\_\_  
 Group providing or potluck  Individual brown bag or cafeteria tray  
 What will be served?  Snacks/beverages?  Breakfast?  Lunch?  Box Lunch?  Dinner?  
 If requesting multiple rooms, in what room(s) will the food be served? \_\_\_\_\_  
 If food service is to be buffet style, how many buffet tables will be needed? \_\_\_\_\_
- ◆ **Are you requesting to serve alcohol?** Yes \_\_\_ No \_\_\_  
 If yes, what is the source?  UW Catering  Off campus catering  Group providing  
 If requesting multiple rooms, in what room(s) will the alcohol be served? \_\_\_\_\_
- ◆ **Are individuals from outside the University attending? (not including speakers/presenters) Estimated #** \_\_\_ Yes \_\_\_ No \_\_\_
- ◆ **Are individuals from outside your organization attending?** Yes \_\_\_ No \_\_\_
- ◆ **Are you advertising to and/or is the general public invited or attending?** Yes \_\_\_ No \_\_\_
- ◆ **Are you charging admission, a registration fee, collecting donations, or conducting a fundraiser?** Yes \_\_\_ No \_\_\_
- ◆ **Are you selling any items or services?** Yes \_\_\_ No \_\_\_
- ◆ **Does your event include decorations? If so, what kind?** \_\_\_\_\_ Yes \_\_\_ No \_\_\_
- ◆ **Will your event involve music, singing, or amplified sound other than a PA system for speakers?** Yes \_\_\_ No \_\_\_

Will there be support for/opposition to a candidate, ballot measure or legislation?

Yes \_\_\_ No \_\_\_

◆ Is the meeting initiated, organized, or overseen by a non-UW Organization?

Yes \_\_\_ No \_\_\_

If yes, what is the name of the organization? \_\_\_\_\_

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**AUDIO VISUAL EQUIPMENT / ADDITIONAL FURNISHINGS:**

Meeting rooms have 70" x 70" projection screens except for rooms 254, 354 (Crow's Nest) and the Portage Bay Room. Room 316L and 316R each have a 94" x 94" projection screen. Meeting rooms have whiteboards, dry erase pens and erasers except rooms 316, 316L, 316R, 254, 354 (Crow's Nest) and the Portage Bay Room.

No audio visual or additional furnishings needed.  Bringing own AV. I am bringing \_\_\_\_\_

Please indicate the QUANTITY needed in the box. Rental charges apply to all items below.

- AV cart low \_\_\_\_\_ medium \_\_\_\_\_ tall \_\_\_\_\_
 Data projector (laptop not included)
 Floor lectern with light and sound system, Seville
 Laptop computer  PC  MAC
 Laser pointer
 Overhead projector with pens and AV cart
 Poster easel
 Presentation easel (flip chart) with paper pad & pens
 Projection screen 70" x 70" in addition to room screen
 Projection screen for room 254, 354 or Portage Bay Room
 Projection screen 9' x 12' (316 only)
 Slide projector with carousel and AV cart
 Stage 6' x 8' Section 4 sections available
 Telephone  single line  conference
 Video player VHS  with one monitor  with dual monitors
 Video player DVD/VHS  with one monitor  with dual monitors

Additional items available. Please indicate the QUANTITY needed in the box.

- Chalkboard in addition to whiteboard in meeting room
 Chalkboard for room 254, 316, 316L, 316R, 354, or PBR
 Coat rack - 2 racks available
 Display table(s)
 Ethernet connection (please note SCC is wireless)
 Extension cord in addition to cords provided with equipment
 Floor lectern with light (316 only)
 Registration table for 316 foyer
 Sign standard
 In house sound/PA system (316, 316L or 316R only)
# of wireless handheld microphones needed \_\_\_\_\_
# of wireless lapel microphones needed \_\_\_\_\_
# of wired condenser lapel microphones needed \_\_\_\_\_
# of wired hand held/stand microphones needed \_\_\_\_\_
 Table top lectern
 Wooden pointer

**BILLING INFORMATION**

- Applying for a room under the two-hour room use policy to obtain a room at discounted rates. Group will accept any room and furniture set. (Other restrictions apply.) UW REGISTERED STUDENT ORGANIZATIONS AND UW DEPARTMENTS ONLY.
 Paying by cash or check. All payments must be received in advance.
 Requesting ASUW/GPSS/SAUF funds. Authorization must be received in advance.
 University Budget # \_\_\_\_\_ Budget Name \_\_\_\_\_

**CONDITIONS AND LIABILITY Important: Please read**

I agree to abide by all South Campus Center and Student Activities and Union Facilities policies. For liability purposes, I agree to ensure that members and guests of the sponsoring organization will NOT move, stand on, lie on, or tamper with any furnishings or equipment, including tables and chairs. I further understand that all facilities and equipment are subject to availability.

I will be responsible for submitting any necessary forms, payments, or requested information to SCC Reservations and Event Services Office by the dates specified on my confirmation. I understand that failure to do so may result in cancellation of my reservation or the assessment of additional charges. If this event is to be charged to a University budget number, I verify that I am authorized by my department to use this budget number for such expenditures. I understand that my copy of this completed form does not represent a confirmed reservation. I also understand that misrepresentation of the nature of the activity or failure to fully disclose pertinent details regarding this request may result in additional charges or denial of facility use.

Signature of Organization's Responsible Party \_\_\_\_\_ Date \_\_\_\_\_