

School/Program & Event Name: \_\_\_\_\_

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

Time(s): Start: \_\_\_\_\_ End: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

ATSU Contact Name and Extension: \_\_\_\_\_

Event Local Contact Name & Phone Number: \_\_\_\_\_

Will Attendees Pay a Fee? No: \_\_\_\_\_ Yes: \_\_\_\_\_, amount: \$ \_\_\_\_\_

(please attach additional information regarding event to this form)

**Room(s) Requested:**

Room	Capacity	✓
Palm	24	
Cholla	30	
Matazal	30	
Mogollon	30	
Palo Verde	30	
San Tan	30	
Superstition	30	
Lounge West	30	
North Patio	50	
South Patio	50	
Front Lobby	50	
Owl (lab)	50	
Javelina (lab)	50	
Ocotillo	75	
Mesquite	60	
Ironwood	75	
Lounge East	90	
Amphitheater	100	
Saguaro A	100	
Saguaro B	89	
Cougar	100	
Other:		

**Equipment/Special Needs:**

Equipment	Qty
OH Projector	
Data Projector	
Slide Projector	
TV/VCR	
Microphones	
Computer	
Tables	
Chairs	
Extension Cords	
Facilities Staff	
Special Needs:	

*If you anticipate IT needs please contact the Help Desk, ext. 2200*

**Facilities Fee:**

**\$200 per day will be charged for events charging a fee and/or evenings, Saturdays, Sundays, and ATSU holidays. This fee is required to cover maintenance and utilities costs.**

**Fee paid by:** \_\_\_\_\_  
(payment due 10 days before event)

**NOTE: Additional charges will be assessed for damages**

**Campus Hours**

*Special fee charged for hours other than listed below*  
 Monday – Friday: 6:00 a.m. – 11:00 p.m.  
 Saturday: 8:00 a.m. to 8:00 p.m.  
 Sunday: noon to 11:00 p.m.

*Events needing special requirements should speak directly with facilities department ext. 6005*

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Refreshments/Food Served: YES  NO

\*see Food and Drink in Classrooms/Laboratories Policy

Refreshments/Food provided by: \_\_\_\_\_

ATSU Event Contact: \_\_\_\_\_

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

Approved: \_\_\_\_\_  
 Dean/Program Chair/Director Signature

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

Approved: \_\_\_\_\_  
 Provost Office Signature

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

**Completed form and route:**

1. Provost's Office
2. Andy Then, Facilities
3. Mike Kronenfeld, Learning Resource Center/Room Reservations
4. Front Desk