

VIRGINIA UNION UNIVERSITY OFF-CAMPUS ACTIVITY REQUEST FORM

○ **Faculty/Staff or University Office Requests:** Claude G. Perkins Living and Learning Center

The scheduling of activities/events is done on a first-come, first-served basis unless preempted by the necessity of University sponsored activities/events. **Please do not advertise your event(s) prior to receiving official notification from the Office of Student Activities and Leadership that the event has been approved.**

The University may cancel any activity as the result of violations of University policy. Cancellations of approved activities/events should be reported to the University office where the request was submitted as soon as possible, but no later than two (2) days prior to the scheduled date of the activity/event. To receive a refund from Campus Police, the event must be cancelled no later than four (4) days prior to the scheduled date. If you plan to have food at your activity you must contact Thompson Hospitality at 804-257-5780 or vuucatering@thompsonhospitality.com for approval.

Please type or print ensuring all copies of this form can be read. Failure to comply with this may result in denial of the event or this form being returned to the sponsor.

REQUESTED ACTIVITY

Date of Event: _____ Time of Event: From _____ am / pm To _____ am / pm Set-Up Time: From _____ am / pm To _____ am / pm

Name of Sponsoring Organization/Faculty/Staff/Office: _____

Title of Event: _____

Full Description of Event: _____ Name of Speaker(s): _____

Will Event have a DJ or Music? _____ Will Event be Advertised? _____ Will Tickets be Sold? _____ Admission Fee: \$ _____

Requester Name: _____ Phone #: _____ E-Mail: _____

Requester Signature: _____ Date: _____

Advisor's Signature (for registered student organizations): _____ Date: _____

By signing above, the requesting person, advisor and represented organization accepts full responsibility for the equipment, facility and resources requested.

NOTE: Cash received from all registered student organization sponsored activities (dances, movies, bake sales, etc.) must be submitted to the Business Office and deposited into the respective registered student organization account within 24 hours or on the next available business day after the event. **Compliance with this policy is mandatory.**

Office of Student Activities and Leadership Approval (for registered student organizations): _____ Date: _____

FACILITY REQUEST

Facility Requested: _____ Expected Attendance: _____ Check One: () VUU ID () College ID () Open to Public

Building Manager/University Representative: _____ Date: _____

AUDIO/VISUAL EQUIPMENT REQUEST

All requests for lecterns, microphones, projectors, or any other A/V equipment, should be directed to the Office of Audio Visual Services, Ellison Hall 118. All audio visual equipment requests must be received by the office seven (7) business days prior to the date of the event. The Coordinator for the office is the primary contact for requesting equipment and any related support. If for any reason an event is cancelled and/or postponed and audio visual support is no longer needed, the office requires at least a two (2) business day notice prior to the event. Should you need additional A/V equipment after submitting this original request, please contact the Office of Audio Visual services no later than seven (7) business days prior to the event. If you need additional information, please feel free to contact the Office of Academic Technology & University Media at: 804-342-3895 (For a complete copy of the fees, policies and procedures, please stop by the Office of Academic Technology). **For All OFF Campus request there will be a rental Fee for A/V Equipment Usage.**

Please check all equipment needed for the event:

- | | | | |
|--|---------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Podium | <input type="checkbox"/> DVD | <input type="checkbox"/> LCD Projector
(For use with a computer/laptop) |
| <input type="checkbox"/> Microphone Stand | <input type="checkbox"/> VCR | <input type="checkbox"/> Television | <input type="checkbox"/> Overhead Projector
(For use with a transparency) |
| <input type="checkbox"/> Cordless Microphone | | | |
| <input type="checkbox"/> Other Audio/Visual Equipment: _____ | | | |

Office of Audio Visual Services: _____ Date: _____

- Requested A/V—Equipment Available Requested A/V—Equipment NOT Available

UNIVERSITY POLICE REQUEST

All paid events and events with a large expected attendance will require Campus Police and/or Security. Please contact the VUU Campus Police Office at 804-257-5850 at least two weeks in advance of your event to arrange Campus/Richmond Police personnel and parking permits (if required). Non-budgeted groups must pay in full with this request form in the University Police Office at least one week prior to event.

Approved _____ Campus Police Officers (Number) Approved _____ Campus Police Supervisors (Number) Approved _____ Richmond Police Officers (Number) Approved _____ Richmond Police Supervisors (Number)

Rate of pay\$ _____ per hour Rate of pay \$ _____ per hour Rate of pay \$ _____ per hour Rate of pay \$ _____ per hour

Campus Police Total \$ _____ Richmond Police Total \$ _____

Total Due: _____ (To be transferred to Budget #6310)

Campus Police: _____ Date: _____

Comptroller Verification of Transfer: _____ Date: _____

SET-UP REQUEST

of Chairs Needed: _____ # of Tables Needed: _____ Stage Needed? _____

Full Description of the Desired Room Set-Up _____

Department of Facilities Management: _____ Date: _____

NOTE: Registered Student Organizations/Faculty/Staff/Offices are required to return the room to the original condition at the end of the event. Failure to do so may result in the assessment of charges to the registered student organizations/faculty/staff/offices. If you expect a large attendance, you will be required to rent tables and chairs.