

Atrium Request Form

Please read through the guidelines listed below and complete this form by including **ALL** requested information. **Submission of this form does NOT constitute a reservation.**

Host Department/Organization_____

Contact Name_____

Phone_____ Fax_____ Email_____

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Event Date_____

Event Start Time_____ Event End Time_____

Expected Attendance_____

Event Type: (Please check one)

Concert Meeting Lecture/Speaker Reception Information Session/Workshop

Other (please describe)_____

Additional Amenities*: (Please check one)

*YOU are responsible for providing your own catering, room setup, and audiovisual needs.

Catering/Food Service Audio Visual Other (please describe)_____

Please describe your event in detail:

Important! Maintenance Policy

You are responsible for calling 2FIX (x2349) to set up room preparations and/or to have the room put back to its original condition. After the event the room **MUST** be returned to its original condition. If you fail to comply with this policy, your organization will be reported and further action (including, but not limited to, denial of future requests for Atrium and other space reservations) will be taken.

Print Name_____ Signature_____ Date_____

Signatures

By signing below, I agree to abide by all campus regulations regarding the use of office space and I agree to restore the space to its original condition for the next user. I also recognize that this is a request for space, **NOT** a confirmation and that I should not advertise this event until I have received a confirmation

Authorized Department/Organization Rep. Date

Student Organization Advisor Date

Atrium Usage Guidelines

Please contact Matt Wickens or Amanda Strasik at x2446 with any questions.

Groups requesting Atrium space must make their own arrangements for setup and breakdown, equipment, food, etc. by contacting the following offices:

2fix: x2349, 2fix@american.edu

2fix handles chair and table setup and breakdown.

Audio Visual: x2296

Microphones from AU Audio Visual services may be used for speakers and panels with permission from CAS. AV can also supply PowerPoint projectors, screens, recording devices, etc.

Catering: x3181

Guidelines:

- ✓ Recording music is permitted but should be used as background music only. Music must be kept as quiet as possible in consideration of the seminar rooms and offices that are located on and around the Atrium.
- ✓ No food or candles are allowed in the Atrium without explicit permission from CAS.
- ✓ Any group requesting to serve alcohol at an event **MUST** receive advance permission from the University and provide a completed and accepted Alcohol Policy Form. All groups granted permission by the University to serve alcohol at their event must abide by documented University policy.
- ✓ After event is complete, Atrium **MUST** be returned to its original condition. Groups failing to comply with this policy will be reported and further actions (including, but not limited to, denial of all space requests) will be taken.