

ASU Wells Fargo Student Center Reservation Form

Reservations need to be submitted 10 business days prior to the date of your event. Once the Department for Student Engagement has received your request, you may expect a reply either confirming or denying your request within 1-3 business days.

Event Name		SORC Registered Organization, College and/or Department (must be to reserve)		Mail Code:
Contact Name		Phone	Fax	Email Address
Second Contact Name		Phone	Fax	Email Address
Type of Event		Date of Event	Start Time	End Time
Access Time	Estimated Attendance	Describe what will take place during the event:		

Equipment <input type="checkbox"/> CD/cassette/ radio <input type="checkbox"/> Projector (you are responsible for set up – manual is provided)* <input type="checkbox"/> DVD	Space 1 <input type="checkbox"/> Multipurpose Space (Your event must be open to the entire campus community. No special set ups are provided, if you move some of the furniture around, you need to move them back. With a confirmed reservation, sound/TV/karaoke equipment is included – these items are not removable from the Center.) Maximum Occupancy is approximately 50 people.	Space 2 <input type="checkbox"/> Conference Room <input type="checkbox"/> Billiards Set Up <input type="checkbox"/> Table Tennis Set Up <input type="checkbox"/> Conference Table Set Up
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* Our projector work with most laptops, but compatibility is not guaranteed. Please bring your equipment in a few days early to test compatibility.

Will food/beverage be provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please mark the provider: <input type="checkbox"/> Distinctive Catering <input type="checkbox"/> ASU Authorized Caterer	Will Provide Own Food and/or Beverages *Food Waiver required. <input type="checkbox"/>
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To place an order with Distinctive Catering or for additional information please contact GeeGee Basone (480) 226-1526 or e-mail GeeGee.Basone@sodexhoUSA.com or Mike Madewell (480) 682-8446 e-mail Michael.Madewell@sodexhoUSA.com. If your request cannot be fulfilled, you will be referred to list of preferred caterers for Arizona State University. (<http://www.asu.edu/studentaffairs/mu/caterers.htm>). Alcohol is Prohibited.

Caterer Name

Changes to confirmed room reservation requests require at least 2 business days notice, or a (\$10.00) fee will be assessed. Cancellations with less than 2 business days notice are considered to be late cancellations and will incur a (\$10.00) charge. Groups holding a reservation and failing to use the reserved space will incur a (\$10.00) charge. The responsible party will incur charges for any damages and/or loss of property related to a confirmed activity and or facility use.

Billing Address (include Mail Code)
ASU Agency Org (Required for all ASU Room Reservations)

Questions about Parking? Visit <http://dpc.asu.edu/parking/index.html> for ASU parking or www.coppersquare.com for public parking.

Comments/Other Information

Events: This application is made with the understanding that the sponsoring ASU organization will comply with applicable facility regulations, and with university regulations established for such events. It is strongly recommended that organizers of events acquaint themselves with the regulations regarding the use of the facility. The sponsoring organization will be charged for all identifiable costs (i.e., supplies, damages, etc.) incurred by the Department for Student Engagement in association with this event. The sponsoring organization shall not publicize this event until the Agreement is signed and returned to the Department for Student Engagement. Any decorations to be used must meet safety standards: (1) Nothing is to be affixed to the walls or doors without approval. (2) No tape is permitted (including duct, masking and clear tape) without prior approval, (3) All electrical cords must be covered with gaffers tape, or cord covers (4) The use of nails, screws, or thumbtacks is prohibited in any space (5) Emergency exits and service doors are not to be blocked with any furniture, decorations, or equipment (6) All smoke, fog and bubble machines and light show projectors using any type of dry ice or liquid are prohibited (7) The use of paint, glue, or aerosol products is not permitted (8) All trash must be discarded in the waste receptacles. (9) If the space is not found in its original condition, your organization may be charged a cleaning and possible damage fee (10) Candles and/or open flames are not permitted in the rooms.

Equipment: By signing this user understands that the equipment being checked out, as well as any damage incurred to the Student Center while the use of this equipment, are the full responsibility of the user, including lack of the User's due diligence. Furthermore, ASU, the Arizona Center and its affiliates will not and can not be held responsible for injury sustained during the use of checked-out equipment. All Student Center equipment has the possibility of injury to the User if not handled correctly, so it is the responsibility of the User to exercise good judgment and common sense when handling equipment.

Authorized Signature	Date
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Fax completed form to: Department for Student Engagement, ASU Wells Fargo Student Center
 Fax: (602) 252-5097
 Or e-mail to: rsvpdpc@asu.edu & dora@asu.edu
 Or drop off in person at the Center