FACILITY REQUEST FORM

Name of Event:
Sponsoring Dept/Organization: Ext.
Group Representative:
Email address:
Mailing Address:
Select Building, Classroom or Area Need below:

<table>
<thead>
<tr>
<th>Conference Rooms</th>
<th>Banquet/General Use</th>
<th>Classroom/Lecture Halls</th>
<th>Room# – Please Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Here</td>
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</tbody>
</table>

Other Facility:

Attendance:

Date(s) of Event: Times:
From:
To:
From:
To:

Whiteboard □
Podium: Table □ Floor □

Equipment Needs

Chairs for people.

Tables:
6’  8’  60” Round

Head Table for people.

Multi media equipment (Mics, Data projectors etc) order through support@apu.edu

Piano: □
Stage Size:

Other:

Food Services:

Walk Through: □ Banquet: □
Refreshments: □ Boxed Lunches: □
Pickup: □ Linen Request: □

Ready by Time:
Guests Arrival Time:
Serve Time:
Acct. # -

Diagram or Instructions

Menu: (if applicable)

Linens: (if applicable)

Special Set up instructions (If applicable):
Charges:

**Rental** - Facility Bookings Use Only

**Deposit** - Facility Bookings Use Only

1) After returning this Facility request to Facility Bookings, you are NOT guaranteed a reservation for the requested facility. NO RESERVATION IS GUARANTEED UNTIL YOU RECEIVE YOUR(GOLD) COPY OF THE CONFIRMATION FORM. Confirmation should be received within one and a half to two weeks. Thank you for your consideration.

2) Specific Food Service needs may be requested in the Diagram or Instructions section of the Facility Request.

3) A/V needs should be requested through the IMT Office(via email) for On Campus groups only.