Reservation Request

PLEASE COMPLETE ALL FIELDS AND RETURN to Holly Wood.
Email to Holly.wood@athens.edu or call for questions, 256.216.6622

Program__________________________________________________ Is there any fee charged to attend event? ________________

Sponsoring Group(s) ____________________________________________

Describe this Event:__________________________________________

__________________________________________________________________________________________________________

Primary Individual Responsible _________________________________

Phone ______________ Email______________________________

Presenter name if different than primary contact: ________________________________

Requested Date(s): __________________________ Start Time:______ End time:______

Pre-event Set-up Time (not guaranteed):________

Number of Attendees:__________ Please explain location needs if you aren’t requesting a room listed below: ________________________________

AMSTI/RIC Spaces: Room A (26)☐ Room B (28)☐ Room C (50)☐

Athens State Campus: Sandridge Ballroom (125 at tables)☐ McCandless Hall (222)☐

Center for Life Long Learning ☐ Other campus space(explain): __________________

Other location within Region 2:____________________________________

***If requesting the Ballroom or other large space, please submit the requested layout with this form.***

AV Needs: Screen _____ Projector______ Document Camera _____ Speakers ________

WiFi Access _____ Other ______________________________

Other needs: ______________________________________________________

_____________________________________________________________________

Initial in the space provided.

_____ A Computer (PC) is provided in all AMSTI/In-Service Center rooms, and classrooms on Athens State campus (Not in Ballroom or McCandless). Be prepared with your presentation on a flash drive or in
Google Drive/Drop Box. **Do not plan to unhook the computer or move cables in the spaces with computer.**

AV support is available on campus only. We do not have an AV tech at our building or other off-site facilities. Please come prepared with your own cables to hook up at other locations.

The building is open from 8:00 am- 4:30 pm. Please plan your session and allow for set-up during these hours or request set-up the day before.

The AMSTI/In-Service Center is required to CLOSE during a TORNADO WATCH without exception. This is an Athens State University policy. All participants and facilitators are required to evacuate the building when a WATCH is issued. The building will not reopen that working day. Any violation of this policy will forfeit use of building on future dates.

I understand that this is a request only and does not guarantee an approved reservation. By signing this document, I/We hereby agree to the Terms and Conditions listed.

Applicant Printed Name__________________________ Signature__________________________ Date:__________

Office Use:
Approved or Denied________ Re:________________________ Space Secured________________________

Added to calendar____ AV __________ Maintenance___________

Contacted Applicant with reservation status:____________________