



Off-Campus Organization Facility Reservation Request Form

Stern Student Center
71 George Street, Room 410
Charleston, SC 29424
Voice: (843) 953-2291 Fax: (843) 953-1423
<http://sterncenter.cofc.edu>

This form is **ONLY** a request. Reservation requests must be received 10 business days prior to the proposed event. Events requiring extensive setup must be submitted 15 business days prior to the proposed event. Your reservation is not final until you have received a written confirmation from this office.

Please type or print the requested information below. Illegible information will delay the processing of this form.
Contact Information

Sponsoring Organization/Company _____

Contact Person _____

Mailing Address _____ City _____ State _____ Zip _____

E-mail Address _____ Phone _____ Fax _____

Additional Contact Information

On-site Contact (if different than contact person listed above): _____

Phone Number: _____

Email Address: _____

Event Information

Event Title _____ Date(s) of Event _____

Time Facility Is Needed: From: _____ To: _____ Event Begins: _____ Event Ends: _____

Attendees Include: ____ Organization Members Only ____ CofC Students ____ CofC Faculty/Staff ____ General Public ____

Estimated Attendance _____ Tickets/Admission Charged ____ Yes ____ No

Nature of Event:

____ Information Table ____ Sales Table ____ Organization Meeting ____ Lecture ____ Party ____ Banquet ____ Other

Detailed Description of Event (describe ALL activities included in proposed event):

Will food and beverages be served? ____ Yes ____ No **Aramark is the only approved caterer for these facilities.**

Will alcohol be served? ____ Yes ____ No (if alcohol is being served, ID checks through Aramark must be provided)

Commercial Activity/Sales and/or Solicitation? ____ Yes ____ No (if yes, please explain)

Please type or print the requested information below. Illegible information will delay the processing of this form.

Are there any possible safety and/or environmental health risks associated with this event? ____ Yes ____ No

If yes, please explain:

Facility Information

Building/Outdoor Area Desired _____

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Please list here if multiple rooms are needed (describe desired attributes– room size, room number, room features, etc.):

Rain Location (if applicable– must be specified for outdoor events): _____

Resources/Set-Up Information

Requested Room Setup (Not all of the setup options listed below are available in every location. Refer to the Facility Use Guidelines, Facility Features and Restrictions):

____ Banquet ____ Auditorium ____ Clear Floor ____ Seminar ____ Table Fair ____ U Shape

____ Other, please explain: _____

Please indicate the quantity of each item listed below that you require for your event. Applicable charges are detailed in the Facility Use Guidelines (available on our website). These resources are only available for rooms in the Stern Student Center. Resources are only available in select areas. Once assigned, a staff member will contact you for more information.

- | | | |
|------------------------|------------------------|------------------|
| Chairs | Microphones (Wireless) | Large stage |
| 6' Rectangular Tables | Podium | Conference Phone |
| 60" Round Tables | PowerPoint Connection | Easel |
| Microphones (Corded) | Projector | Dance Floor |
| Microphones (Lapel) | Sound connection | Laptop |
| Microphones (Tabletop) | Small Stage | |

Signatures

By signing below, the Contact Person states they have read and understands the Facility Use Guidelines (available on our website: <http://sterncenter.cofc.edu>)

Contact Person's Signature _____ Date _____

OFFICE USE ONLY

Building/Outdoor Location Assigned _____ Room Number Assigned _____

Additional Information _____