

MASTER CALENDAR RESERVATION FORM**ADMINISTRATIVE ASSISTANT FOR EVENTS - CORBAN UNIVERSITY**

- It is best to book early in reserving a desired date since certain venues are frequently spoken for.
- Requests may be denied if reservation is not in Administrative Assistant for Events files two weeks prior to event.
- Guest music events must be approved by the VP for Student Life 503-375-7010

Name of Organization _____

Event Date _____ Day _____

Contact Person _____

Facility _____

Phone _____

Number of Attendees _____

Nature of Activity _____

Set-up Time _____

Start Time _____

Requested by _____ Date _____

Finish Time _____

Administrator Approval _____ Date _____

CONTACT: Katie Baker
Administrative Assistant for Events
503-375-7082 schedule@corban.edu

(Form will not be processed without administrator approval)

BOXES MUST BE CHECKED TO RECEIVE EQUIPMENT AND SERVICES LISTED (if blank, nothing will be provided).**SPORTS CENTER**

- ☐ Bleachers/lower
☐ Bleachers/upper
☐ Main Floor
☐ Balcony
☐ Foyer Area
☐ Concession Stand
☐ Lockers, men
☐ Lockers, women
☐ Hoops
☐ V.B. Net
☐ Scoreboard

CAMPUS DINING

Contact ARAMARK
Director (503-375-7026)

- ☐ Breakfast
☐ Continental Breakfast
☐ Lunch
☐ Dinner
☐ Coffee Break
☐ Hors d'oeuvres
☐ Dessert

Does the event displace
student meals?

Yes ☐ No ☐
 Which? ☐ B ☐ L ☐ D

PSALM CENTER

- ☐ Seating: upper/lower
☐ Seating/ upper only
☐ Seating/lower only
☐ Main Fl. only with:
☐ Food Service Tables
☐ Seminar Tables
☐ Stage/podium only
☐ Stage/performance
☐ Mezzanine/Table
☐ Mezzanine/chairs
☐ Food Service

EMITTE CENTER

LAYOUT:

- ☐ Meeting Setup
☐ Performance Setup
☐ Registration Setup
☐ Classroom Setup
☐ Piano Set
☐ Food Services
☐ Tables
☐ Other _____

SAMPLE**ROOM SETUP:**

- ☐ Provide sketch here

AUDIO / VISUAL

- ☐ Computer
☐ Sound/light technician
(mandatory in Psalm Center)
☐ Provide own sound system
☐ Mics # _____
☐ VCR / Projector / TV
☐ Overhead

- ☐ Screen
☐ Lighting
☐ Other Equipment (explain)

TABLES/CHAIRS

- ☐ 6' Folding (# _____)
☐ 5" Round (# _____)
☐ Chairs (# _____)
☐ Other (explain)

MISCELLANEOUS

- ☐ Podium/Lectern
☐ Will help set up/take down
☐ Piano
☐ Backdrops
☐ Garbage Cans
☐ Event Signs
☐ Other (explain) _____

CORBAN EMPLOYEE BENEFITS/REGULATIONS

Facilities rental by employees for personal use is allowed under the following conditions:

- A 25% discount from established fees is provided if: the event is sponsored by a group or organization in which the employee is a direct member, and the employee must be in attendance at the event. (No sub referrals/rentals by employees to outside groups or persons that do not qualify for the above guidelines).
- All employees apply through existing rental documents and process. Forms are available through the Administrative Assistant for Events in the President's Office.
- All employees are subject to the same regulations regarding insurance, damage, deposits and payment schedule.