



Norfolk State University
 Office of Conference Services
 700 Park Avenue, Suite 350
 Norfolk, Virginia 23504 Office
 Phone (757) 823-8085

NON-CAMPUS ORGANIZATION RESERVATION REQUEST FORM

Complete and return with your \$25 non-refundable application fee at least thirty (30) days prior to proposed activity

CONTACT INFORMATION

Contact Person	_____	Contact Number	_____
Address	_____	State	_____ Zip _____
City	_____	FIN#	<input type="checkbox"/> SS# <input type="checkbox"/> _____
Email Address	_____		

EVENT INFORMATION

Organization Name	_____		
Event Name	_____		
Facility Requested	_____	Estimated Attendance	_____
Date(s) Requested	_____		
Event Set Up Time	_____	Break Down Time	_____
Event Start Time	_____	Event End Time	_____
Ticket Amount	\$ _____	Open to Public	<u> Y </u> <u> N </u>
Vendors to participate	<u> Y </u> <u> N </u>	Note: Prior approval is required for any proposed merchandise sales on campus.	

Please provide a brief description of your event:

TYPE OF EVENT

<input type="checkbox"/>	Class
<input type="checkbox"/>	Dinner/Dance/Party
<input type="checkbox"/>	Seminar/Lecture
<input type="checkbox"/>	Vendor Table
<input type="checkbox"/>	Athletic Event
<input type="checkbox"/>	Other

TECHNOLOGY EQUIPMENT REQUIRED

<input type="checkbox"/>	None
<input type="checkbox"/>	Lectern
<input type="checkbox"/>	Computer
<input type="checkbox"/>	Screen
<input type="checkbox"/>	LCD Projector
<input type="checkbox"/>	Microphone
<input type="checkbox"/>	Conference Phone
<input type="checkbox"/>	Other: _____

ROOM PREFERENCE

- Classroom
- Computer Lab
- Meeting Room
- Information Table
- Gymnasium/Stadium
- Theater
- Other Athletic Facility

PREFERRED ROOM SIZE

- Less than 15 people
- 16-30 people
- 31-50 people
- 51-100 people
- 101+ people

SET UP PREFERENCE

- As Is - Room has fixed seating which cannot be moved from original configuration
- Banquet Style - Round tables set with a maximum of eight to ten (8-10) chairs at each
- Classroom Style - Tables with chairs facing front
- Conference Style - Six foot rectangle tables set up in square or U-shape
- Lecture Style - Chairs set up in row seating with center aisle and head table
- Theater Style - Chairs only facing front

OTHER NEEDS

- Catering
- Guest Parking
- Network Access
- Box Office/Ticket Sales

I have read and will abide by Norfolk State University's Policies and Procedures for Facility Use. All activities must be approved by university officials before any activity can take place. Advertising for an event is prohibited before the event is confirmed. No event is confirmed until the required deposit has been received.

Signature of Responsible Person

Date

UNIVERSITY USE ONLY

UNIVERSITY OFFICIALS

Davida Williams _____
 Director, Auxiliary Services

Date _____
 Approved **Y** **N**

Gerald E. Hunter _____
 Vice President for Finance and Administration

Date _____
 Approved **Y** **N**

F. Dan Young _____
 Director, Facilities Management

Date _____
 Approved **Y** **N**