

MASTER CALENDAR EVENT FORM

CORBAN UNIVERSITY
CAMPUS CARE OFFICE
 503.375.7031 | campuscare@corban.edu

- Activity may not be approved if not in Campus Care files two weeks prior to event.
- Guest Music Events must be approved by VP for Student Life

Name of Organization _____ Event Date _____ Day _____

Contact Person _____ Facility _____

Phone _____ Box # _____ Number of Attendees _____

Nature of Activity _____ Set-up Time _____

Requested by _____ Date _____ Start Time _____

Administrator Approval _____ Date _____ Finish Time _____

(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 one? B L D

AMPHITHEATER

- Chairs/lower
- Chairs /mid
- Seating/grass
- Tables/lower
- Tables/mid
- Food Services
- Sound
- Lights
- Other

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
- ReceptionRm/Table
- ReceptionRm/chairs
- Food Service
- Psalm Center Annex

CLASSROOMS

- Pavilion - Rooms: _____
- AC - Rooms: _____
- SCH210 _____
- SCH125 _____
- Manna Conf. _____
- Conf. Rm. 24 _____
- Sports Center Rm: _____

EMITTE CENTER

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

SAMPLE ROOM SETUP:

- Provide sketch on back

AUDIO / VISUAL

- Computer
- Sound/light technician (mandatory in Psalm Center)
- Provide own sound system
- Mics # _____
- VCR / Projector / TV
- Overhead
- Screen
- Lighting
- Other Equipment: _____

TABLES/CHAIRS

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

MISCELLANEOUS

- Podium/lectern
- Will help setup-take down
- Piano
- Backdrops
- Other (explain) _____

OFFICE USE ONLY

COMMENTS: _____

SET UP DAY _____

SET UP TIME _____

TEAR DOWN TIME _____

Notification To _____

APPROVED

Administrator _____ Date _____

Campus Care _____ Date _____

DISAPPROVED (Explain) _____ Date _____

CORBAN EMPLOYEE BENEFITS/REGULATIONS

Facilities rental by employees for personal use is accepted 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 of 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 process. Forms are available through Campus Care.
- All employees are subject to the same regulations regarding insurance, damage, deposits and payment schedule.