



EVENT RESERVATION FORM

schedule@corban.edu

- Requests must be submitted at least two weeks prior to event.
- No publication of an event should occur unless the University Events and Facilities Coordinator has confirmed the event date, time, and location.
- Should a scheduling conflict arise, it is the responsibility of the Event Contact to resolve the conflict with the relevant parties effected.

Organization/Department _____		Date submitted _____
Contact _____	Email _____	Phone _____
Event contact (if different from above) _____		Phone _____
Supervisor approval _____		Date _____

Title of event _____	Event date(s) _____			
Description of event (for possible publication) _____				
Target audience: _____	<input type="checkbox"/> Students	<input type="checkbox"/> Faculty/Staff	<input type="checkbox"/> Public	# of Attendees _____
Requested facility _____	<input type="checkbox"/> Add to events calendar			
Facility access (A.M./P.M.) _____	Event start (A.M./P.M.) _____	Event end (A.M./P.M.) _____		

FOR ADDITIONAL NEEDS BEYOND WHAT IS PROVIDED IN ROOM

Facility Services

Contact Bonnie Dodds (campuscare@corban.edu)
Please attach schematic(s) for room set-up to CERF.
Please take Campus Care set-up and tear-down times into consideration.

- 4' Rectangular tables (#____)
- 6' Rectangular tables (#____)
- 5' Round tables (#____)
- Chairs (#____)
- Garbage cans (#____)

Tech Services

Contact Josh Bartlett (jbartlett@corban.edu)
Some additional costs may occur

Food Services

Contact Jason Lane (jlane@corban.edu)
Submit catering requests at corbandining.catertrax.com.*

- Breakfast Coffee/Beverages
- Lunch Hor D'oeuvres
- Dinner Dessert
- Table Cloths (white #____ black #____)

*Catering orders automatically require two 6' rectangle tables

Miscellaneous Needs

- Add'l Safety Officers (#____) (\$15/hour)
- Special Assistance needs _____
- Parking requests _____
- Other _____

Reservation Process and Cancellation Policy

Please do not submit a CERF if you only want to reserve a room "as is" (without any additional services). Rooms on campus are now reserved through Outlook Calendar.

Event requests are only accepted via the Corban Event Reservation Form (CERF). Reservation forms are available at inside.corban.edu/student-life. Completed forms can be emailed to schedule@corban.edu.

All requests are subject to approval by the University Services Committee (USC) and must be submitted at least two weeks prior to the event start date. Once approved, the Event Contact will receive confirmation via email. No publication of an event should occur unless the University Events and Facilities Coordinator (UEFC) has confirmed the event date, time, and location.

Event Contacts may cancel events within a week of the event start date without incurring expended costs.

Event Contact Role and Responsibilities

The University's campus may be used only for purposes and in ways consistent with the University's doctrinal beliefs as reflected in the Bible, the Statement of Faith listed in its Bylaws, and its conduct standards for its students and employees. Event Contacts and guests are asked to uphold these behavioral standards for the entirety of their event(s).

Once an event has been approved by the USC, the Event Contact is also accountable for communicating updates and cancellations to the UEFC and/or the points of contact listed on the CERF. They are also responsible for communicating event parking arrangements and closures to the campus, if applicable. Should a scheduling conflict arise, it is the responsibility of the Event Contact to resolve the conflict with the relevant parties effected.

Limits

ARAMARK Dining Services has exclusive, contractual rights to all food services on campus. Outside food may not be brought in or served on campus.

Rooms on campus operate under legal capacity numbers as set by the State Fire Marshal (e.g., the maximum capacity for the Emitte Center is 86 persons at any given time). Event Contacts are responsible for abiding by these capacity numbers as outlined in the Corban Room Capacity List document (available upon request.)

Signature

The undersigned agrees that they will observe all regulations and responsibilities set forth by the University, and acknowledges that the University shall be held harmless for any malfunction, injury, liability, or property damage incurred by person or persons using campus facilities. (The undersigned will make restitution for any damages arising from their use of the facilities.) The University reserves the right to suspend usage until terms are satisfactorily addressed and/or may dismiss any event from being held on campus.

Event Contact Signature

Date

Additional comments