

HUSTON-TILLOTSON UNIVERSITY
CAMPUS ACTIVITY/EVENT REQUEST FORM
 (FOR EVENTS WITH CATERING AND SET UP)

Campus Location Request: **Agard-Lovinggood Auditorium** Other: _____

Event Sponsor: _____

Contact Person(s): _____ E-mail: _____

Phone (Home): _____ (Office) _____ (Mobile) _____

Type of Activity/Event: _____

Date of Activity/Event: _____ Time Needed: _____

Campus Safety: (HT security service must be provided for all events) Number of attendees _____ (Do not leave blank)

Food Service: (Catering by Ala Carte Menu Services, Inc.)

Catering needed: Yes No (If yes, please call 512.505.3150 to make catering arrangements)

Linen: Yes No If, yes # _____ (Linen is provided at an extra charge through catering only)

Technology Services: (Services for HT personnel only and secured through HT) (Tech required for King-Seabrook Chapel)

Computer: Yes No (Requires checkout from the library)

Projector: Yes No (Requires checkout from the library)

Portable PA system: Yes No (Requires checkout from the library)

Media Services: (Services for HT personnel only and secured through HT)

Yes No (If yes, please continue)

No. microphones: 1 2 3 4 5 Standing On podium

Grand piano: Yes No (Only available in King-Seabrook Chapel)

Other equipment needed: _____ A/V scheduled: _____

Auditorium Only

Computer: Yes No

Projector: Yes No

One lapel microphone

*If yes, technician required from the IT Department. Call 512.505.3168

Facilities: (Attach diagram of set up)

Tables and number needed: Round/10 ft. Round/8 ft. 6 ft. 8 ft.

Chairs: Yes No If yes, number needed: _____ Type chair requested: Padded Unpadded

Housekeeping: Yes No (Required for some events at additional charge)

Catering Tables: Buffet (Four – 8-foot tables) Reception (Two – 8-foot tables) Other _____

Additional services or equipment required:

Description of special needs:

Requestor Signature: _____ Date: _____

Director of Campus Life & FYE Signature: _____ Date: _____

Athletic Director (Gymnasium/Athletic Field use only): _____ Date: _____

This is a request to reserve available resources and is not a binding agreement. Please submit your deposit with this request in order to secure your reservation. Please make checks payable to Huston-Tillotson University. To review procedures and download forms, check the web site at www.htu.edu. To check availability of a date or facility, contact Events Management at events@htu.edu or 512.505.6417. Final decisions will be made in writing. **(Please note: All students must have a signature from the Director of Campus Life).**