

**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](http://www.htu.edu). To check availability of a date or facility, contact Events Management at [events@htu.edu](mailto: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).**