



Outside Group Request for Facilities & Services

EVENT CONTACT INFORMATION

Name:		Title:	
Organization:		Email Address:	
Phone:	Alt Phone:	Fax:	

EVENT DETAILS

Event/Program Title:	
Requested Date(s):	
Purpose or Description of Event:	
Open to the General Public: <input type="checkbox"/> Yes <input type="checkbox"/> No	Admission/Reg. Fee: \$ _____ per person
Estimated Attendance:	
Will your event have vendors?: <input type="checkbox"/> Yes # _____	Are directional signs needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously used Touro? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, when?

Type of Space Requested:

<input type="checkbox"/> Farragut Inn (Full)	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Lander Hall Room 160
<input type="checkbox"/> Ballroom (Farragut Inn)	<input type="checkbox"/> Lander Hall Room 111	<input type="checkbox"/> Lander Hall Room 170
<input type="checkbox"/> Living Room (Farragut Inn)	<input type="checkbox"/> Lander Hall Room 113	<input type="checkbox"/> Lecture Hall A (Lander Hall)
<input type="checkbox"/> Denny's (Farragut Inn)	<input type="checkbox"/> OC-A (Farragut Inn)	<input type="checkbox"/> Lecture Hall B (Lander Hall)
<input type="checkbox"/> Auditorium	<input type="checkbox"/> OC-B (Farragut Inn)	<input type="checkbox"/> Other:

FOR OFFICE USE:

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	_____	_____
		Provost Signature	Date
Copies To:			
<input type="checkbox"/> Food Service	<input type="checkbox"/> Facilities	<input type="checkbox"/> Master Calendar	<input type="checkbox"/> Rabbi <input type="checkbox"/> IT

Acceptance of this form does not constitute approval