McDaniel College Event Reservation Request

(One form per room request)

Filling out this request DOES NOT guarantee your reservation!!!

Please complete the front and back of this form.

Reservations including set-up requests must be received (7) days prior to the event.

Type & Title of Event: _____ **Number Attending:** _____

Day of Week: _____ **Event Date:**_____

Name of Organization/Dept: _____ Date of Request: _____

Requestor's Name: _____ Email _____Ext:_____

Cell Phone #: _____ Is Event Open To: ____Campus ____Public ____Both____ Other

Set-Up Completed By:_____AM/PM Event Begins at:_____AM/PM Event Ends at:_____AM/PM

PLEASE CHECK FACILITY NEEDED:

Decker College Center

___Ensor Lounge**
___Ensor Patio
___Forum (200 cap)**
___Gold Room A (41 cap)
___Gold Room B (18 cap)
___Freeman Room (15 cap)
___Kriel Lounge
___Leidy Room (26 cap)
___***Pub/Terrace Room**
___***Pub/Terrace Patio**

***Please Note: It is your responsibility to get these rooms approved by Food Services. Ext. 2731**

Table Outside:

___Bookstore ___Ensor Fireplace ___Ensor Map ___Ensor Wall ___Pub/Grille
___Dining Hall ___Ensor Lounge ___Ensor Patio ___ Ensor Window ___Other _____

Other Campus Locations:

___Academic Hall(Room #___)
___WMC Alumni Hall
___Baker Memorial Chapel
___Decker Auditorium (Lewis Hall of Science)
___Eaton Hall
___Harveystone Park
___Harrison House
___Hill Hall (Room #_____)
___Lewis Hall (Room #_____)
___Little Baker Chapel
___McDaniel Lounge**
___Memorial Square
___The Quadrangle
___President's Dining Room (50 Capacity)

Please check what & how much equipment needed:

___Coat Rack (1 or 2)
___*Lecturnette (Free standing podium with mic)
___*Portable Systems with 1 2 3 mics
___Miced Podium (Forum)
___House System in Forum with 1 2 3 mics
___House System in Baker Chapel 1 2 3 mics
___Mic(ed) Podium (McDaniel Lounge)
___Trash Cans 1 2 3 4
___Cashbox
___Art Board(s) #___
___Screen
___Staging (Forum Only)
___Steps ___Skirting
___Wooden Easel
___Extension Cord(s) #____
___Chairs _____ (# needed)
___6' Rectangular Table(s) for 6 people #____
___8' Rectangular Table(s) for 8 people#____
___**5' Round Table(s) for 8 people #____
(Please include # of tables needed for event & catering)

***OUTDOOR USE OF SOUND EQUIPMENT NOT PERMITTED**

ART BOARDS MAY NOT BE USED OUTSIDE OF DECKER CTR.
EASELS MAY NOT BE USED OUTDOORS

**ROUND TABLES CAN BE USED IN ENSOR LOUNGE, THE FORUM & MCDANIEL LOUNGE ONLY

Set-Up Required? YES NO
(Please draw all requested set-ups in their entirety on back side of this form.)

CATERED? YES NO

SPECIAL REQUESTS:
*Audio/Visual Requests - Ext. 3124 or (help@mcdaniel.edu)
*Classroom Requests - Ext. 2263
*Requests to serve alcohol must accompany reservation – Ext. 2267
*Food/Beverage Requests – Catering at Ext. 2731 (catering @mcdaniel.edu)

*Please **notify the College Activities Office** (Ext. 2765) or **Conference Services Office** (Ext. 2407) if **changes in reservations** are necessary, or if an **event has been cancelled**. These offices will assign facilities or make changes in facility requests that may become necessary.

Rev. 10/29/2009 (OVER)