



UNIVERSITY OF EVANSVILLE

DIVERSITY RESOURCE CENTER SPACE REQUEST FORM

The request is approved only when an email confirmation has been received from the Office of Diversity Initiatives.

Requested by:		
Contact Person:	Email:	Phone:
Reason for Use:	Estimated Attendance:	Space Needed: (Please check.) <input type="checkbox"/> Gathering Space <input type="checkbox"/> Purple Meeting Room <input type="checkbox"/> Orange Meeting Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Backyard <input type="checkbox"/> All Spaces
Day of Week:	Date: Or exact dates of recurring events	Time Needed:

Is this event open to the public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is admission being charged or money generated (besides dues/fees)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this event a fundraiser for charity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be food?	Catering <input type="checkbox"/>	Cooking <input type="checkbox"/> No food <input type="checkbox"/>

Note: Please allow extra time before and after the advertised time of event. You are responsible for room set-up and clean-up as well as returning rooms to their default arrangement before leaving. Should something in the Diversity Resource Center be damaged your organization is responsible to pay for repair.

Comments/Special Requests:

I agree to follow the UE Facility Use Policies and will be responsible for any charges incurred due to misuse of the facility. Use of alcohol at the facility is permitted with proper paperwork submission to Chartwells Catering Services.

Signature:	Organization:	Date:
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Email this completed form to lw161@evansville.edu
 or drop-off in Office of Diversity Initiatives, Olmsted Administration Building, Room 241.

Allow 2-3 business days for confirmation.