



## COMMON AREA USAGE REQUEST

Today's Date \_\_\_\_\_

Client Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Preferred Space(s): \_\_\_\_\_

Which other room(s) will be used for the event: \_\_\_\_\_

Describe nature of the event and set up requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will there be food at the event: \_\_\_\_\_ Has University Dining Services been contacted: \_\_\_\_\_

Please justify reason for using common area for the event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**Guidelines:** Both offices and classrooms reside in the Harper Center, so requests to reserve the common areas will only be considered on a limited basis and are not guaranteed. Common areas include: first floor atrium outside Billy Blues Alumni Grill, second floor main entry, second floor area in front of the Welcome Desk, hallways outside the Career Center and the CCSJ, second floor lounge outside the Hixson-Lied Auditorium, third floor lounge outside room 3023, fourth floor lounge outside International Programs.

**A request to use these areas must be submitted and approved by a committee including the Director of the Skutt & Harper Centers a minimum of 10 business days prior to the requested event date. Only those events that will not create a disturbance for the occupants in the building will be considered**

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**Reservations/Event Planning Staff Use Only**

**Approved      Denied**

**Staff Signature** \_\_\_\_\_

**Date** \_\_\_\_\_