

RESERVATION REQUEST: LOBBY

The submission of this reservation request does not guarantee usage of the Center. All requests are subject to availability and must be approved by the Howard Center Management. Ticket Promotion of an event cannot begin without completion and signing of the Facility Usage Agreement, which will be provided to you upon the approval of your request.

CONTACT INFORMATION Is Renter* Current AU Employee/Student: Yes No

Organization (if applies): _____

Renter/Contact Person: _____

Address: _____ **The Renter is the person paying for the reservation*

Phone & Email: Phone: _____ Email: _____

EVENT INFORMATION (all dates and times subject to availability)

Type of Event: _____

Est. # of Attendees _____

Date & Start Time: Date: _____ Start time: _____ End time: _____

Rental Period: 10-hour block Hourly (2-6 hours)

Bldg. Access time: *no earlier than 7am*

(when renter will arrive) _____

Bldg. Exit time: *no later than 11pm*

(when bldg. will be vacated) _____

Setup to be done by: Howard Center Staff (\$250) Renter

ADDITIONAL INFORMATION *will incur additional costs | + linens not provided

Caterer: AU Dining Services Other _____

Will you need: Large 5' round tables (12 available) + Yes No How many total? _____

Small 3' round tables (12 available) + Yes No How many total? _____

Rectangular 8' tables (10 available) + Yes No How many total? _____

Chairs (200 available) Yes No How many total? _____

Use of kitchen Yes No

Presentation capabilities:

TV Monitor * (\$30) Yes No

Microphone Yes No

Podium Yes No

Piano*(\$50) Yes No