

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: _____

Phone & Email: _____

**The Renter is the person paying for the reservation*

EVENT INFORMATION (all dates and times subject to availability)

Type of Event: _____

Est. # of Attendees _____

Date & Start Time: _____

Rental Period: 10-hour block Hourly (2-5 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

Caterer: AU Dining Services Other _____

Will you need:

| | | |
|--|--|-----------------------|
| Large round tables (12 available) | <input type="checkbox"/> Yes <input type="checkbox"/> No | How many total? _____ |
| Small round tables (12 available) | <input type="checkbox"/> Yes <input type="checkbox"/> No | How many total? _____ |
| Rectangular 8' tables (10 available) | <input type="checkbox"/> Yes <input type="checkbox"/> No | How many total? _____ |
| Chairs (200 available) | <input type="checkbox"/> Yes <input type="checkbox"/> No | How many total? _____ |
| Use of kitchen | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Presentation capabilities: (TV monitor, laptop hookups, etc.) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Screen and Projector:* (\$50) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Podium: | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Piano:* (\$50) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |