

Huntingdon College
Event Request Form
One form is needed for each event.

Today's Date: _____

Name of group, academic department or organization: _____

Name of contact person: _____

Contact cell number: _____

Contact email: _____

Who is responsible for payment: _____

On campus group/Account # for billing: _____

Off campus group/ Address for billing: _____

Name of Event: _____

Purpose of Event: _____

Date(s) of Event: _____

Alternate Date(s) of Event: _____

Event Location: _____

Please include the building(s) and room number(s) requested

Alternate Location: _____

Event Start Time: _____

Event End Time: _____

Each group is responsible for leaving the facility as they found it

Expected Attendance: _____

Transportation Means: (must be completed for all off-campus events):

☐ Personal Vehicle(s) ☐ College Van(s); number requested _____

☐ College Mini-Bus ☐ Other College Vehicle: *Please specify* _____

☐ Other Transportation: *Please specify* _____

Driver(s): *Must include the First and Last Name of Driver(s) if planning to utilize College Owned Vehicles*

Pick-up Date and Time: _____

Return Date and Time: _____

Other Needs: ☐ Podium ☐ Podium mic* ☐ Table cloths (add'l cost)

☐ Table lectern ☐ Mic on stand ☐ Table skirting (add'l cost)

☐ U.S. Flag* ☐ Alabama Flag* ☐ UMC Flag*

☐ Stanchions ☐ Other _____

Media (A/V) Services:

☐ Sound Technician (Drum Theater) ☐ Portable Projector

☐ Sound Technician (Ligon Chapel) ☐ 12' x 12' Screen

☐ Laptop Computer ☐ 60"Screen

☐ Speakers for Laptop

☐ Other: _____

Please designate locations for items listed above on set up diagram.

Waivers/Hold Harmless Agreements Required? ____Yes ____No

Insurance: Does this event require Proof of Insurance? ____Yes ____No

Please note, for groups, organizations and/or entities that are not a part of Huntingdon College, we require a current Certificate of Liability naming Huntingdon College as additional insured from your liability insurance provider. This document must be submitted to Laura Duncan, Vice President for Auxiliary Services at lduncan@hawks.huntingdon.edu. Your event may be canceled if this document is not received at least one week prior to the event.

Event Refreshments/Meals: Does this event require refreshments/meals? ____Yes ____No

Please be aware if food is served at events held at any Huntingdon College owned property, whether for an outside group or a college group, you are required to give Aramark first right of refusal to provide that food. If you are granted permission from Aramark to bring food in from an outside source, you must order that food from a reputable, licensed caterer or restaurant. It is not permissible to serve food at a Huntingdon College event, prepared in a home kitchen, including homes on College Court owned by Huntingdon College, and occupied by Huntingdon students. If you use Aramark at Huntingdon College to prepare and serve the food and drinks for your event, you are asked to contact Mr. Kedric Barnette (kbarnette@hawks.huntingdon.edu) directly for pricing and to coordinate your menu selections. Thank you for your compliance with this policy.

Will you be contacting Aramark for permission to use an off campus caterer? ____Yes ____No

Please be aware pursuant to Huntingdon College policy, the possession, use, or discharge of firearms, fireworks or other explosive devices, or weapons of any kind, are prohibited on the property of Huntingdon College. No pets are allowed in campus buildings, on or around athletic fields. Huntingdon College is a smoke free campus.

By signing this document, you are agreeing to uphold all Huntingdon College policies and you understand that violation of same is just cause for the cancellation of this reservation at any time before or during the event, and may further void your future use of Huntingdon College facilities.

Completed forms must be submitted at least two (2) weeks prior to the date of the event or two weeks prior to the start date for recurring events.

Event Coordinator

Date

Organization Representative/Immediate Supervisor

Date

Director of College Relations

Date