

UNIVERSITY PREP EVENTS/FACILITIES RESERVATION FORM

Fill out and submit to Linda Smith in the Main Office

EVENT INFORMATION

Event title:

Event date:

Day of week:

Event start time (AM/PM):

End time (AM/PM):

Details (ie: off-site location, potluck instructions)

Event contact:

Contact phone and e-mail:

Post to our online U Prep calendar? Yes No

FACILITIES INFORMATION

Building/room requested:

People Anticipated:

Time room is needed for setup:

Time you expect to leave the building:

If your event is before or after school hours (7 a.m. - 6 p.m.), would you like the main doors to be unlocked half-an-hour before and half-an-hour after your start time **OR** for the duration of the event? If yes, please circle which.

REQUIREMENTS:

Heat or air conditioning (circle one)

Special room configuration and/or equipment needed? Yes/No Attach or write details on back.

Rental Equipment (will be billed to your budget):

Account #

University Prep does not have chairs, tables and other equipment in storage. We bill your account to rent equipment.

Kitchen Access? Yes/No

Don't forget to arrange for cleanup!

Janitorial Assistance (will be billed to your budget):

Account #

SIGNATURE:

Signature of person responsible for the event:

Your reservation is not confirmed until you have been notified. Questions? Contact Linda Smith at 206.525.2714.

OFFICIAL USE ONLY:	Date received:	Linda Smith:	Online Calendar:
Approved by:	Lora Kolmer:	M. Gonzalez:	Paul Fleming:
Rebecca Moe:	Marla Quesnell:	Karen Baber:	Debbie Wheeler:
Eric Stratton:	Molly Pettiford:	Anne-Marie Guerrero:	Ken Jaffe/Marianne Picha:
Meleesa Knappert:	Susan Lansverk:	Rental Agreement Needed:	Certificate of Insurance Needed: