

**Huston-Tillotson University  
Campus Activity/Event Request Form**

**Campus Location Requested:** \_\_\_\_\_

**Event Sponsor:** \_\_\_\_\_

**Contact Person(s):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: (Home)** \_\_\_\_\_

**(Office)** \_\_\_\_\_

**(Mobile)** \_\_\_\_\_

**Type of Activity/ Event:** \_\_\_\_\_

**Date of Activity/ Event:** \_\_\_\_\_

**Time Needed:** \_\_\_\_\_

**Campus Safety:** (HT Security service must be provided for all events)

**Number of attendees:** \_\_\_\_\_

**Food Service:** (Sodexo Campus Services)

Catering Needed:  Yes  No

Linen:  Yes # \_\_\_\_\_  No (Linen is provided through catering only)

**Technology Services:** (Services for HT personnel only and secured through HT)

Computer:  Yes  No (Requires checkout from Library)

Projector:  Yes  No (Requires checkout from Library)

Technician Scheduled: \_\_\_\_\_

**Media Services:** (Services for HT personnel only and secured through HT)

No. Microphones:  1  2  3  4  5  Standing  On Podium

Piano  Yes  No (Only available in the King-Seabrook Chapel)

Other Equipment Needed: \_\_\_\_\_

A/V Scheduled: \_\_\_\_\_

**Facilities:** (Attach diagram of set up)

Tables and number needed:  Round/10 ft.  Round/8 ft.  6 ft.  8 ft.

Chairs:  Yes  No If yes, number needed: \_\_\_\_\_ Type chair requested:  Padded  Unpadded

Housekeeping:  Yes  No (For additional charge)

**Additional Services or Equipment Required:** \_\_\_\_\_

**Description of Special Needs:** \_\_\_\_\_

**Requestor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Campus Life & FYE Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This is a request to reserve available resources and is not a binding agreement. Please submit your deposit with this request in order to secure your reservation. Please make checks payable to Huston-Tillotson University. To review procedures and download forms, check the web site at [www.htu.edu](http://www.htu.edu). To check on availability of a date or facility, contact Events Management at [events@htu.edu](mailto:events@htu.edu) or 512.505.6417. Final decisions will be made in writing. **(Please note: All students must also have a signature from the Director of Campus Life)**