

**ROOM RESERVATION SET UP REQUEST
FOR LSF002 (ASSEMBLY HALL)**

Submit form to: Ella Taylor, PNC-Facilities Coordinator Email: etaylor@pnc.edu
Phone: 219-785-5531 Fax: 219-785-5402

Subject to approval by: Rick Dotson, Building Services Supervisor Email: rdotson@pnc.edu
Phone: 219-785-5428 Fax: 219-785-5541

*Room Set-Up form request to be complete as soon as possible.
Advance notice of 10 days before the event, is required.

Day, Date, and Time of Event:

Name of Event:

Contact Person, Phone, Email:

Time Needed in Room for set up:

Number of Attendees:

If Event Parking Signs are Needed – Please contact Campus Police at 219-785-5220

Describe Room Configuration:

Convocation (theater style, chairs face front)	Check Here:
Classroom (chairs face front w/table in front for note taking)	Check Here:
Conference (tables face each other)	Check Here:

Sign Holders (27 ½ “H x 21”W): Y/N

Location: By Room 2

Main floor by stairs

Podium (stays in LSF002): Y/N

Coat Rack: Y/N

Registration Table (skirted): Y/N

If yes, in hallway or inside room?

Tables (6 ft) and How Many:

Location of tables:

Number of Chairs Needed:

If services listed below are needed, the event contact person MUST call the department to make arrangements.

Technology Equipment – includes teleconferencing, Power Point, Internet access, wireless keyboard, etc. Contact Information Services Help Desk (219-785-5511) or helpdesk@pnc.edu

Refreshments – Requested from Food Services (219-785-5720) or kpeffers@pnc.edu

* STUDENT ACTIVITIES OFFICE APPROVAL: _____

Keri Marrs-Barron, signature required for student groups only

Reminder: Anything left in the room at the end of your event will be thrown away unless otherwise advised

Additional Comments: