

ROOM RESERVATION SET UP REQUEST
FOR LSF144 (COMMUNITY MEETING ROOM)

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.*

Event Date:

Start & End Times:

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:
Banquet (round tables)	Check Here:

Sign Holders (27 ½ “H x 21”W): Y/N **Location:** By Room 144 Main floor by stairs

Podium: Y/N **Coat Rack:** Y/N

Registration Table (skirted): Y/N **If yes, in hallway or inside room?**

Large Stage (12’ x 16’): Y/N **Small Stage (8’ x 8’):** Y/N **A/V with Screen:** Y/N

If AV equipment is requested, where in the room will it be set up?

Tables (6 ft, 8 ft, or rounds) 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.

Audio/Visual – Equipment requested directly from the department (219-785-5270) or avdept@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: