



# Claremont

## Collegiate Apartments

### Space Reservation

#### General Information:

Resident Responsible for Event	<b>First Name:</b>	<b>Last Name:</b>
Date of Event :	(Circle day)      Mon      Tue      Wed      Thurs      Fri      Sat      Sun	
Resident Apt #:	Resident Phone #:	Resident Email:
Organization/ Group Sponsoring event:		
Does Organization/Group receive funding from GSC (Circle one)                  Yes                  No		
Event Setup Time: am/pm	Event Start Time: am/pm	Event End Time: am/pm
Number of Expected Guests (minimum of 5 required to reserve Community Room):		

#### Audio Visual Needs:

Do you need access to the Community Room TV or AV equipment?	(Circle one)      Yes      No
To what equipment do you need access? (Circle one)	DVD/VCR      Computer      HDMI      Video

#### Food/Beverage:

Will food and beverages be present? (Circle one)	Yes                  No
Give a brief description of the above food and beverage:	

#### Marketing:

Do you wish to advertise this event? (Circle one)	Yes                  No
Which method of advertisement will you utilize? (Circle one)	Flyer                  Website                  Word of Mouth

Please submit a copy of your advertisement (All advertising must be approved by Housing Services prior to posting or distribution)

Signature of responsible Resident	X
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**My signature acknowledges that I have read and understand the Community Room Guidelines ([http://www.cgu.edu/PDFFiles/CGU%20HOUSING%20SERVICES/Community%20Room\\_Usage%20Guidelines.pdf](http://www.cgu.edu/PDFFiles/CGU%20HOUSING%20SERVICES/Community%20Room_Usage%20Guidelines.pdf)); Especially that damage or cleaning charges may be applied to my student account if I or any other individual who is a part of my group is found responsible for damage or needed cleaning. An email will be sent to you within two (2) business days after the form is received which will indicate the status of your request.**

#### Office Use Only:

Received Date:	Approved (Circle one):      Yes      No      Pending
Reason for Denial:	
Pending/Additional Information Needed:	
Status Email Sent by: _____	Sent Date: _____