

Prairie View A&M University
 Prairie View, Texas
Student Activities and Leadership
Request to Schedule an Event/Program

All fields in Section A must be filled (typed)

Section A

Name of Organization: _____
 Organization Presidents: _____
 Telephone Number: _____
 Email Address: _____

Advisor of Organization: _____
 Telephone Number: _____
 Advisor Email Address: _____

Date of Event: _____ Facility Requested: _____	Special Items: Expected Attendance: _____ Tickets: Yes No Food Served: Yes No
Time of Event: From: _____ To: _____	
Brief event description: _____ _____ _____	
Event Name: _____	
Event Type: _____	

Advisors and sponsors must announce to attendees that alcoholic beverages or any drugs may not be served or consumed at the event/program/activity. Also inform attendees that persons requiring accommodations because of a disability may contact (936) 261-3581.

By signing this form, I recognize that it is a privilege to be able to hold this event/program/activity at Prairie View A&M University. I must adhere to all university policies and procedures and ensure that this event/program/activity is consistent with the educational mission, goals and objectives of this university. Should violations/complaints occur in relationship to this event/program/activity, I will seek to resolve the issue and/or represent the organization should the matter be directed to university officials.

If this form is not submitted **five business (5) days** (or earlier) prior to the date of the event/program/activity, it will not be approved.

If you cancel this event, you are required to provide notification to this office and others and pay all fees incurred in scheduling this event.

Student Signature	Date	Organizer/Advisor Signature	Date
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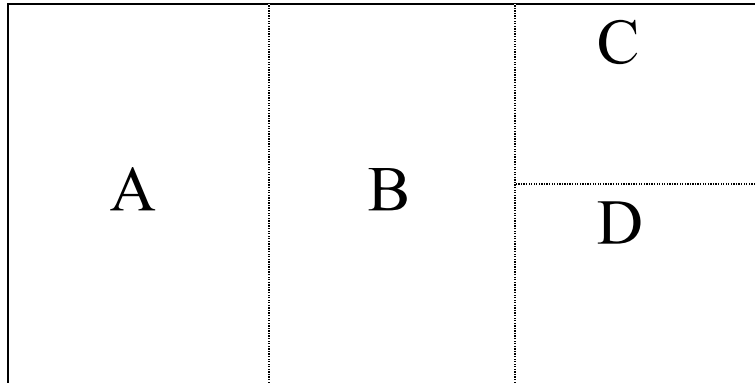
Section B

For Official Use Only		Notifications: Utilities Date: _____ Facility Date: _____ EMS Date: _____ Police Date: _____ Auxiliary Date: _____
Approved	Disapproved	
Signature: _____	Date: _____	
Director: Student Activities & Leadership	Date	
Signature: _____	Date: _____	
Scheduler	Date	
<i>Comment:</i> _____		

PRAIRIE VIEW A&M UNIVERSITY
Student Center - Auxiliary Support Services
P.O. Box 4409
Prairie View, Texas 77446
(936)857-4713
FACILITY REQUEST

* Please select required section/s
 (click in block/s)

BALLROOM LAYOUT
Total Capacity: 590



- Whole Ballroom (holds approximately 590 people)
- Section A holds 150 people (approx 37'-10 1/2" X 79'-3 3/4" at widest pts)
- Section B holds 150 people (approx 34'-3 3/4" x 73" at widest pts)
- Section C holds 70 people (approx 41'-11/2" X 39"-8 1/4 at widest pts)
- Section D holds 70 people (approx 41"-10 5/8" X 39"-8 1/4" at widest pts)
- Conference Room 201 (14 people)
- Conference Room 202 (8 people)
- Conference Room 203 (12 people)
- Auditorium Room 111 (980 people) - Please No Food or Drink Allowed

Ballroom Room 204 Configuration: Please check all that apply.

- Podium with microphone
- Additional Microphone/Stand
- 72" Round TablesQuantity
- 24" x 72" Rectangular TablesQuantity
- Overhead Projector System - \$150 fee
- To have Tables/Chairs setup - \$100 fee (separate from any catering fees)

** Use of open flame devices (candles, etc) is strictly prohibited.
 (Environmental Health & Safety Department)

Auditorium

- Sound System - \$150 fee
- Podium with microphone
- Up to 2-body mics Quantity
- Up to 2-wireless hand-held mics Quantity
- Up to 7-mics with cables Quantity
- Chairs on stage (lectures or seminars) ... Quantity

Catering Services, Please Contact:

Ms. Trellis Reese at (936) 857-4326
Sodexo Campus Services - Prairie View A&M University