

# University of Pittsburgh at Titusville

*Office of Facilities Management  
Coordinator of Conferences and Facilities Use*

504 East Main St.  
P.O. Box 287  
Titusville, PA 16354  
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## STUDENT ORGANIZATION RESERVATION FORM

NOTE: All three pages of this form must be completed and submitted to the facilities office; including all setup and/or service requirements, **at least one week in advance** of the date of the event. Completing this form does not guarantee your reservation until you receive confirmation from the Office of Facilities.

Requesting individual \_\_\_\_\_ Organization or office \_\_\_\_\_

Requester's Telephone Number \_\_\_\_\_ Campus Email \_\_\_\_\_

Requester's Email Address \_\_\_\_\_ Department Head \_\_\_\_\_

### EVENT INFORMATION

Name of Event \_\_\_\_\_

Type of Event ☐ Meeting ☐ Dance ☐ Speaker ☐ Banquet ☐ Practice  
☐ Community Service Project ☐ Fundraiser ☐ Event  
☐ Other, please be specific \_\_\_\_\_

Date(s): \_\_\_\_\_

Attendance Expected \_\_\_\_\_ Admission Fee \_\_\_\_\_

Program Open To: ☐ Public ☐ Students ☐ Faculty/Staff

### RESERVATION INFORMATION

Location		Date and Times				
Building	Room	Month/Day/Year	Setup Start Time	Event Start Time	Event End Time	Cleanup End Time

Include time for setup and cleanup; the building will be unlocked and locked at times requested above. The organization is responsible for completely cleaning the area(s) used every time it is used. A staff or faculty member must be present to represent the University at all activities, meetings, events, etc. for student organizations.

# STUDENT ORGANIZATION RESERVATION FORM

## SET UP, SERVICES, EQUIPMENT NEEDS

### ROOM SET UP (number if appropriate)

Tables  
 Chairs  
 Piano  
 Podium  
 Staging  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

### PERSONNEL SERVICES

Projectionist  
 Lighting  
 Sound  
 Custodial  
 Security  
 Other \_\_\_\_\_

### EQUIPMENT (specify type and number)

Microphone \_\_\_\_\_  
 CD Player \_\_\_\_\_  
 Stage Lighting \_\_\_\_\_  
 Computer \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

### CATERING (check all that apply)

Buffet Line  
 Sit-Down Meal (served)  
 Reception  
 Breakfast  
 Lunch  
 Supper  
 Pastry/Coffee  
 Coffee, Soda Service  
 Coffee Service Only  
 Other \_\_\_\_\_

NOTE: SPECIFIC CATERING ARRANGEMENTS  
 MUST BE MADE WITH FOOD SERVICE

**VISITOR PARKING:** Visitors must pick up a parking pass from the Campus Police Office in Davis Hall or park on the street.

**PROVIDE A DIAGRAM AND DETAILS OF SET UP REQUIREMENTS ON THE NEXT PAGE  
SPECIAL PROCEDURES APPLY TO THE USE OF CAMPUS AUDITORIUMS.**

## AUTHORIZATION

I understand that this event must be carried out in accordance with the relevant policies and procedures of the University of Pittsburgh and the Titusville Campus, and, if applicable, with the laws of the Commonwealth of Pennsylvania. I acknowledge that any damage to equipment or property resulting from this event will be charged to my department or organization.

Signature of Requester \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_

# STUDENT ORGANIZATION RESERVATION FORM

Please draw a diagram of all setup requirements in the space below and provide any additional information related to the event. Use a separate sheet if necessary.

**Please be specific!**

If you have any questions about the facilities availability, please call 814-827-4509.