



## Reservation Request

PLEASE COMPLETE ALL FIELDS AND RETURN to Holly Wood.  
Email to [Holly.wood@athens.edu](mailto:Holly.wood@athens.edu) or call for questions, 256.216.6622

Program \_\_\_\_\_ Is there any fee charged to attend event? \_\_\_\_\_

Sponsoring Group(s) \_\_\_\_\_

Describe this Event: \_\_\_\_\_

Primary Individual Responsible \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Presenter name if different than primary contact: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End time: \_\_\_\_\_

Pre-event Set-up Time (not guaranteed): \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Please explain location needs if you aren't requesting a room listed below: \_\_\_\_\_

AMSTI/RIC Spaces: Room A (26)  Room B (28)  Room C (50)

Athens State Campus: Sandridge Ballroom (125 at tables)  McCandless Hall (222)

Center for Life Long Learning  Other campus space(explain): \_\_\_\_\_

Other location within Region 2: \_\_\_\_\_

\*\*\*If requesting the Ballroom or other large space, please submit the requested layout with this form.\*\*\*

AV Needs: Screen \_\_\_\_\_ Projector \_\_\_\_\_ Document Camera \_\_\_\_\_ Speakers \_\_\_\_\_

WiFi Access \_\_\_\_\_ Other \_\_\_\_\_

Other needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Initial in the space provided.**

\_\_\_\_\_ A Computer (PC) is provided in all AMSTI/In-Service Center rooms, and classrooms on Athens State campus (Not in Ballroom or McCandless). **Be prepared with your presentation on a flash drive or in**

Google Drive/Drop Box. **\*\*Do not plan to unhook the computer or move cables in the spaces with computer.\*\***

\_\_\_\_\_AV support is available on campus only. **We do not have an AV tech at our building or other off-site facilities.** Please come prepared with your own cables to hook up at other locations.

\_\_\_\_\_The building is open from 8:00 am- 4:30 pm. Please plan your session and allow for set-up during these hours or request set-up the day before.

\_\_\_\_\_The AMSTI/In-Service Center is required to CLOSE during a TORNADO WATCH without exception. This is an Athens State University policy. All participants and facilitators are required to evacuate the building when a WATCH is issued. The building will not reopen that working day. Any violation of this policy will forfeit use of building on future dates.

I understand that this is a request only and does not guarantee an approved reservation. By signing this document, I/We hereby agree to the Terms and Conditions listed.

Applicant Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Office Use: Approved or Denied _____ Re: _____ Space Secured _____  Added to calendar _____ AV _____ Maintenance _____  Contacted Applicant with reservation status: _____
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