

Date Received _____

Reservation # _____

OFFICE OF SPECIAL EVENTS REQUEST FOR EQUIPMENT SETUP

(This form is used to request equipment and setup in spaces not scheduled by the Office of Campus Activity Facilities.
See form back for list of those spaces.)

EVENT DATE(S): _____

EVENT LOCATION: _____

RAINSITE LOCATION: _____

EQUIPMENT DELIVERY TIME: _____

PICKUP TIME: _____

SET UP REQUESTED? GYES GNO

SETUP TIME: _____

TYPE OF EVENT: _____

SPONSORING ORGANIZATION: _____

COST CENTER: _____

REQUESTOR NAME: _____

REQUESTOR ADDRESS: _____

REQUESTOR PHONE: _____

FAX: _____

EMAIL: _____

REQUESTOR SIGNATURE: _____

EQUIPMENT REQUESTED

(specify number requested)

CHAIRS

SAMSONITE _____

SPECIAL ORDER _____

OTHER

COATRACK _____

PODIUM _____

TRASH BOXES _____

EASELS _____

TRASH BAGS _____

GRILL 3' _____ 4' _____ 5' _____

TABLES

RECTANGULAR 4' _____ 5' _____ 6' _____ 8' _____

ROUND 3' _____ 4' _____ 5' _____ 6' _____

OTHER _____

[specify item(s) and # requested]

OTHER _____

[specify item(s) and # requested]

TABLE CLOTHS _____

(not for use on tables that will be used to serve food)

TABLE SKIRTS _____

TABLE COVERS _____

(DISPOSABLE - for use on tables that will be used to serve food)

SET UP INSTRUCTIONS:

DIAGRAM ATTACHED? G YES G NO

RETURN FORM TO:

OFFICE OF SPECIAL EVENTS
B24 HARBIN HALL
PHONE: (202) 687-3881
FAX: (202) 687-8981

Equipment Reservation Procedures

1. Fill out form completely and return to:
Office of Special Events
B24 Harbin Hall
Georgetown University
Washington, DC 20057
(202) 687-3881
(202) 687-8981 *facsimile*
2. Complete all questions and attach a diagram if a set up is requested.
3. If you are requiring equipment for a non-University event you must submit full payment prior to the date on which the equipment is requested. Checks should be payable to "Georgetown University."
4. Any last minute changes to the original requests cannot be guaranteed. Therefore it is important to be as accurate as possible when submitting the initial equipment requests.
5. If additional equipment is required on day of event, an invoice will be sent indicating amount due.
6. A confirmation will be sent to you including an estimate of known costs. Until confirmation document is obtained, the requestor should consider the request tentative. Please retain the confirmation copy for your records and have it available on site in the event of any questions. A final invoice will be sent to you after event is held.

Please read the bottom of this form for additional information.

OCAF For equipment needs in the following spaces, requests for equipment should be sent to the Office of Campus Activity Facilities:

- Copley Formal Lounge
- Copley Lawn
- Gaston Hall
- Hall of Nations
- Harbin Terrace
- Healy Circle
- Healy Corridors (1st and 2nd Floors)
- Healy Foyer
- Healy Lawn
- Henle Courtyard
- ICC Auditorium
- ICC Galleria
- ICC Red Square
- Leavey Club Room
- Leavey Commons
- Leavey Corridors
- Leavey Esplanade
- Leavey Program Room
- Leavey Sellinger Lounge
- LXR Multipurpose Room
- Nevils Community Room
- New South Music Room
- Observatory Garden
- Quadrangle
- Village A Community Room
- Village C Patio
- Walsh (Nevils) Courtyard
- White Gravenor Esplanade

NOTE: FORMS REQUESTING EQUIPMENT FOR THESE SPACES WILL BE SENT TO THAT OFFICE (1507 LEAVEY – CONTACT 687-4081 TO CONFIRM THAT REQUEST HAS BEEN RECEIVED).

Additional information about Campus Activity Facilities may be found on following web site: <http://www.georgetown.edu/facilities/ocaf>

A DELIVERY FEE will be charged for equipment deliveries. This fee will be charged only once when equipment will remain in designated space for multiple days.

NORMAL WORK HOURS The Office of Special Events generally has staff on duty during the following hours:

- Monday – Friday 7 am – 6:30 pm
- Saturday – Sunday 7 am – 3:30 pm

OVERTIME If Special Events staff is required to remain after scheduled work hours, an overtime charge will be assessed to the University organization.

BILLING For internal departments, an invoice will be sent to the requestor at the end of each month. Charges will appear on the monthly Center Status Report (CSR) for the cost center provided on the front of this form.

CANCELLATIONS of events due to circumstances beyond the control of Georgetown University (such as weather) or because of the violation of University policy are not the responsibility of the Office of Special Events. Cancellations must be communicated (in writing) to the Office of Special Events not less than 72 hours before the scheduled event. The requestor will be charged for all expenses incurred by the Office of Special Events as a result of any cancellations. Most services can be cancelled three days prior to the event.

TABLECLOTHS AND COVERS are not provided but it is recommended that the requestor consider obtaining them. For events where food will be served from requested tables, table covers, **not tablecloths**, should be requested. Prior to the event, all groups should inspect equipment provided (tables, chairs, podium, etc.) for damages and report any problems to the Office of Special Events. This will prevent charges for damages that may be for pre-existing conditions.

RAIN SITE LOCATIONS must be scheduled and coordinated in advance of the event. Intent to use a rain site must be specified at least 24 hours prior to scheduled event.