



THE OGLETREE HOUSE

FACILITY RENTAL REQUEST

Please complete this form and submit 14 days prior to the date of the event.

University Department / Organization:

Person Submitting Request:

Position / Title:

E-mail Address:

Day Phone:

Cell Phone:

Fax:

Date Request Submitted:

Date of Event:

Set-up Time:

Event Start Time:

Event End Time:

Break-down Time:

Type of Event (board meeting, banquet, reception, etc):

of Attendees:

Brief Description of the Event:

Type of Group:

Student / Campus Group

Alumni Group

Off Campus Group

I am a dues paying member of the Alumni Association

Membership ID#:

I am not a dues paying member of the Alumni Association

Room Requested:

Poynter Room

Phalen Courtyard

Carlisle Conference Room

Select Set-Up Configuration for Poynter Room (*board room configuration is the standard set-up*):

Board Room

Dining / Banquet

Theater / Assembly

Classroom

Reception

Equipment Needed (Poynter Room Only):

Podium

LCD Projector

Screen

Microphone

Sound System

Select Set-Up Configuration for Phalen Courtyard:

20 x 20 Tent(s) # Requested (2 available):

Tables # Requested:

Chairs #Requested:

Is this a catered event? Yes No

Catering Set-Up Buffet Served Stations

Buffet and serving stations can be set-up only in the USM Foundation Atrium or Phalen Courtyard.

Will the event require parking? Yes No

Number of Spaces Needed:

I have read and understand the general rental policies and procedures for the Ogletree House as provided by the Alumni Association. I understand that any violation of these policies and procedures will be the responsibility of my group/department/organization and will result in reparation if necessary.

Signature of Person Responsible:

Date:

Office Use Only

Additional Set-Up Information:

Security Personnel

Custodial Services

Alcohol Served

The use of the Ogletree House has been approved by the Alumni Association.

Authorized Signature:

Date Approved: