



Agora Booking Request Form

**** PLEASE BOOK 2 WEEKS IN ADVANCE TO ALLOW FOR PROCESSING ****

Todays Date:
(mm/dd/yy)

Space that you are requesting: **THE AGORA**

What day do you need the Agora?
(mm/dd/yy)

What time do you need the Agora?
(0:00am/pm - 0:00am/pm)

Description of Event:

**** NOISE RESTRICTIONS IN EFFECT****

APPROVAL OF LOUD MUSIC, INSTRUMENTS, ETC., IS REQUIRED.

Will you be having a bake sale? YES NO (Bake sales are permitted for fundraising purposes only, pending approval from Aramark).

Will you be serving any other food or beverages? YES NO (All food and beverages MUST be purchased from Aramark).

Equipment Requested:

Tables
How many?

Chairs
How many?

Podium

Audio/Visual Equipment Requested:

Data Projector

Portable Projection Screen

Public Address System w/ Microphone How many mics?

Other

A fee does apply if an outside vendor is participating in your event and requires audio/visual equipment.

Contact Information:

Club Name: Your Name:

Your Phone #: Your Email:

FOR OFFICE USE ONLY

Scheduling emailed on: _____

Conference Services emailed on: _____

Work Orders emailed on: _____

Audio/Visual emailed on: _____