

# Caine Student Center Space Reservation Form

\*\*All room reservations are subject to the Caine Student Center Usage Policy, available in the Office of Student Activities\*\*

_____ <b>Today's Date</b>	_____ <b>Expected Attendance</b>
_____ <b>Room Requested</b> (see list below)	_____ Yes    _____ No <b>Catering Required</b> (contact Creative Dining, ext. 3154)
_____ <b>Date Requested</b>	_____ AM/PM <b>In Time</b>
_____ <b>Event Title</b>	_____ AM/PM <b>Exit Time</b>
_____ <b>Sponsoring Organization</b>	_____ <b>Contact Person</b>
_____ <b>Campus Address</b>	_____ <b>Phone/Extension</b>
_____ <b>Contact Signature</b>	_____ <b>Organization Advisor Signature</b>

### Audio/Visual Needs (Check all that apply)

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Marker Board         | <input type="checkbox"/> Surge Protector |
| <input type="checkbox"/> Flip Chart | <input type="checkbox"/> Overhead Projector   | <input type="checkbox"/> Podium          |
| <input type="checkbox"/> Easel      | <input type="checkbox"/> Extension Cord (15') |  |

### Special Arrangements

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<b>Room</b>	<b>Description</b>
SAE Skybox (206) Alumni Board Skybox (207) ATO Skybox (208)	<b>Sky Box Rooms</b> -These three rooms overlook the main floor. Each conference room is set to hold 12 people. Furniture in the rooms is not to be rearranged. These rooms are open 24 hours a day.
Arrington Auditorium A Arrington Auditorium B Arrington Auditorium C	<b>Arrington Auditorium</b> -The auditorium is the largest room in Caine and serves as a multi-purpose room. Rooms A and B can be opened into one large room or divided into two smaller rooms. Room C is not available for independent events when Rooms A and B are used together. The standard furniture arrangement for the auditorium is lecture (rows of tables and chairs, up to 90). Other arrangements for rooms A and B: theatre (rows of chairs, up to 175), clusters (up to 90), or no chairs.
Vivian Conference Room (230)	<b>Conference Room</b> -The conference room is set to hold up to 18 people. Furniture in the room is not to be rearranged.
Hickman Board Room	The board room seats approximately 45. The board room will remain locked unless in use and the furniture is not to be rearranged. The room is not meant for meal service, but light refreshments are appropriate. The Adrian College Board of Trustees has priority for use of the Board Room.

<b>Office Use Only:</b>	Computer _____	Email Sent _____
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