

Roger Williams University

Fieldhouse/Gymnasium Usage Approval Form

Event Information:

Event: _____ Date of Event: _____

Event Start Time: _____ Event End Time: _____

Description of Event: _____

Number of Attendees: _____ Number of Staff Working Event: _____

Is this an internal event or external event?

Department /Division / Organization Sponsoring: _____

Contact Person: _____ Phone: _____

If this is an academic program, has it been approved by the Office of Academic Affairs and form submitted? Yes No

Set-Up Requested: Check all that applies.

Fieldhouse : Ct 1 _____ Ct 2 _____ Ct 3 _____ All 3 courts _____ **Gymnasium:** 1 _____ 2 _____ Both _____

Bleachers _____ Stage _____

Screen/Projector/Computer Set-Up _____

Microphone ___yes ___no How many? _____ Stand microphone or wireless? _____

Banquet Style (round tables w/chairs) _____

Lecture Style (seating in rows with middle aisle) _____

Classroom Style (seating in rows with middle aisle with small classroom tables in front of seats) _____

If using Gymnasium, floor covering needed*? Yes No

*Athletics, Conferences & Facilities to make final determination

Catering Needed: Yes No

*RWU/Bon Appetit catering is required unless waived by the University

Over please

Chair and/or Table Rental Needed*: _____

*Requestor is responsible for charges if applicable

Event Operations Set-Up Needed*: _____ Media Services Set-up Needed* _____

*If event requires Event Operations or Media Services, requestor must schedule meeting to discuss availability, needs and costs.

Note: *For events with 250 or more people in attendance (including staff working the event) you are required to have a certified crowd manager. For events with 300 or more people in attendance (including staff working the event) you are required to have a fire detail.*

For Conferences Office Staff Use Only:

Set-Up Time to Begin: _____ Take Down Time to begin/end: _____

Fire Detail Yes No

Crowd Manager Yes No

Approvals:

Dave Kemmy, Director of Conferences Approved/Denied _____
Date

Mike Gallagher, Assistant Director of Athletics/Facilities Approved/Denied _____
Date

If request is denied, detailed explanation of scheduling conflict:

Final Approval:

John King, Vice President for Student Affairs _____
Date