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

January 2014
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:

________________________________________ Approved/Denied: __________________________ Date
Dave Kemmy, Director of Conferences

________________________________________ Approved/Denied: __________________________ Date
Mike Gallagher, Assistant Director of Athletics/Facilities

If request is denied, detailed explanation of scheduling conflict:

Final Approval:

________________________________________ Date
John King, Vice President for Student Affairs