

AQUINAS COLLEGE

Cook Carriage House Reservation Form

Organization/Dept. Name _____ **Contact Person** _____
Phone # _____ **Address** _____ **Email** _____
Organization Advisor _____ **Phone Number** _____ **Email** _____
Title of event _____ **Purpose** _____

Describe (include activities, set up, approximate attendance {90% students, 10% faculty/staff, etc.}, timeline, etc.) _____

Space Requesting:

Moose Café* **TV/Game Room** **Outside Deck** **Front Patio**

**note: Moose Café must be requested 2 weeks in advance.*

Date Requesting: ___/___/___ **Time of event:** ___:___ .m. to ___:___ .m.

Set-up time required (circle one) **10 min. or less** **30 min.** **1 hour** **1.5 hour**
Tear-down time required (circle one) **10 min. or less** **30 min.** **1 hour** **1.5 hour**

Optional Services Requesting:

Moose Café Services **Sound Equipment** **Food Service/Catering**

- *Moose Café hours are: 7:45 a.m. – 1:00 a.m. daily. The Moose Café closes at 5:00 p.m. before school-scheduled breaks, and is usually closed during school breaks.*
- *Sound equipment use is determined by Sara Frees, Director of Student Activities/Orientation. Students, staff, or faculty are not authorized to operate the sound equipment. Request for sound equipment use must be approved by Sara Frees, and it is the contact person's responsibility to contact her within 7 days of making the initial request for space.*
- *Any AND all food at an event must be obtained through Food Service. Catering manager can be reached at x2965. The Moose Café can also be used for the purchase of food. Speak with a manager at The Moose to set up food needs for large groups or functions.*
- *Additional set-up needs (including, but not limited to:) chairs and tables must be requested through Conferencing Services at x2801.*

PLEASE INITIAL ALL BOXES BELOW TO INDICATE THE FOLLOWING: I understand that I must review and complete the following checklist and that it must be approved by the Program and Building Coordinator, or my organization/department will be fined \$50.00.

- All trash must be picked up and thrown away in the appropriate trash receptacle (i.e. trash can or dumpster).
- All furniture and equipment must be put back in its proper layout. See layout diagram at The Moose Café for further guidance.
- For any events involving food, it must be disposed of properly, OUTSIDE of the building.
- No tape/adhesive is allowed on the walls or other surfaces.
- Tables must be wiped down completely (i.e. no crumbs, pop can rings, etc.)
- All decorations must be removed immediately following the event. Leave nothing behind.
- For the use of sound equipment, contact Sara Frees at x2457 for a set-up appointment 72 hours in advance of the event.
- In case of emergency during the event, contact the Moose worker on duty, who will then contact a supervisor.

I understand the completing this form means that I am requesting the use of space in the Cook Carriage House, and that completing this form does NOT mean that this space is guaranteed. I will be informed if my reservation is confirmed or denied within 48 hours of submission. I will keep a copy of this contract on file for reference.

Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

For Office Use Only

* Approved	* Not Approved	* Signature	Date
------------	----------------	-------------	------