

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

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.

