

**SGA Club/Organization Event Proposal Form**

This form must be used for all on-campus events involving clubs/organizations at the Lincoln Memorial University-DeBusk College of Osteopathic Medicine.

Submit completed forms to Caleb Arnold in DCOM 309A. **Please provide at least one week notice for event requests.** Reservations are based on a first come first serve basis. You will receive a confirmation email once your request for the event and room has been processed. We highly suggest reserving your space as soon as possible to ensure the space you want is available. Any changes made to the event after submission must be submitting to Caleb in writing. LMU-DCOM reserves the right to make changes to requests as needed. **This entire form must be completed, including appropriate signatures, prior to submission.**

Name of Organization: \_\_\_\_\_ Name of Advisor: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Prep Time \_\_\_\_\_ to \_\_\_\_\_ Time for Event: \_\_\_\_\_ to \_\_\_\_\_ Clean up Time \_\_\_\_\_ to \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Will there be a cost for attending?  Yes\* if yes, please indicate how much: \_\_\_\_\_  No

Will Food or Drinks Be Served? (Food)  Yes  No (Drinks)  Yes  No

Are you having a guest speaker?  Yes please list name(s): \_\_\_\_\_  No

Please check all that apply for those attending:  Club Members  DCOM Students  DCOM Faculty/Staff  Other: \_\_\_\_\_

Short Description of Event: *(Please attach Agenda if available)*

**Room Reservation**

The following is a list of rooms allowed for reservation.

**Hamilton Math and Science Building**

- M&S 100** (Auditorium; seats 430; no food; drinks allowed, no open containers; AV/computer/projectors equipped; document camera; videoconference capable)
- MANS 224** (Conference room; seats 14; food and drinks allowed, no open containers, AV/TV with laptop hook-up)
- MANS 300A** (Student Lounge; seats 36-40; food and drinks allowed)
- MANS 300B** (Dining Area; seats 36-40/food and drinks allowed; AV/TV with laptop hook-up)
- MANS 301** (Classroom; seats 118; no food or drinks allowed; Computer/Projectors)
- MANS 348** (Classroom; seats 118; no food or drinks allowed; Computer/Projectors)
- MANS 302** (Food Staging Room)
- MANS 304** (Conference room; seats 14; food and drinks allowed; no open containers; TV with laptop hook-up)
- MANS Lobby**
- Other:** \_\_\_\_\_

**DeBusk College of Osteopathic Medicine**

- DCOM 101** (Auditorium; seats 220; no food; drinks allowed, no open containers; AV/computer/projectors equipped; document camera; videoconference capable)
- DCOM 102** (Auditorium; seats 220; no food; drinks allowed, no open containers; AV/computer/projectors equipped; document camera; videoconference capable)
- DCOM 105** (Classroom; seats 40; food and drinks allowed; no open containers; AV/ computer/projectors equipped; videoconference capable)
- DCOM 106** (Conference room; seats 20; food and drinks allowed; TV with laptop hook-up)
- DCOM 201 OPP Lab** (Seats 88; no food and drinks allowed; AV/computer/monitor equipped; whiteboard)
- DCOM 227 Anatomy Lab** (Seats 96; no food and drinks allowed; Computer, multiple projection monitors, videoconference capable)
- 2<sup>nd</sup> Floor Student Lounge** (Must remain accessible to all students)
- DCOM 305** (Classroom; seats 40; food and drinks allowed, no open containers; AV/computer/projectors equipped; whiteboard)
- DCOM 306** (Classroom; seats 60; food and drinks allowed, no open containers; AV/computer/projectors equipped; whiteboard)
- DCOM 401** (Auditorium; seats 108; no food; drinks allowed, no open containers, AV/computer/projectors equipped; videoconference capable)
- DCOM 402** (Auditorium; seats 124; no food; drinks allowed, no open containers, AV/computer/projectors equipped)

## LMU-DCOM Facilities Request General Policies and Guidelines

We want to assist you in making your meetings and events a success. We can only serve you to the extent of the information you give us. When requesting space, please be as exact and complete as possible. Your assistance will help us to better serve your needs.

1. All reservations must be made by an officer of a registered student organization. The reserving organization must be the user of the space and present at the event. Please submit your room reservation request at least 72 hours, but preferably a week, prior to the event.
2. A 24-hour notice on cancellations allows us to better serve all organizations/departments.
3. Specific rooms requested will be assigned when possible, but LMU-DCOM reserves the right to make changes.
4. Meeting rooms will be in a standard set-up unless other arrangements are requested and approved in advance.
5. Meeting rooms will remain locked when not in use. Rooms will be unlocked at least fifteen (15) minutes before the scheduled event unless prior arrangements have been made.
6. For catering needs, Chartwells Higher Education Dining Services will be happy to assist in planning for food/refreshments at events. **Go through Caleb for all catering/food requests.** ([dennis.arnold@lmunet.edu](mailto:dennis.arnold@lmunet.edu))
7. **Multimedia/Technology Needs:** For additional multimedia technology needs (i.e. IS Support, video recording, microphones, document camera, etc.), please submit an IS work order to [ISHelpDesk@LMU.net](mailto:ISHelpDesk@LMU.net) or 423-869-7411. Please remember that technical support may not be available for events scheduled after normal business hours (M-F, 8:00am – 4:30pm). **The club is responsible for making these arrangements.**
8. **Additional Equipment/Resource Needs:** For additional equipment/resource needs (i.e. additional tables, chairs, power strips, easels, etc.), please submit a request to Caleb via email ([dennis.arnold@lmunet.edu](mailto:dennis.arnold@lmunet.edu)). Caleb will request these resources from the maintenance department.
9. The sponsoring organization is responsible for leaving the room in the same condition as when the meeting/event started.
  - a. **At MANS:** All trash bags containing food must be placed in the black bins, located in the mechanical room (on the first floor beside the loading dock). If after hours please contact security at (423)526-7911 to unlock mechanical room.
  - b. **At DCOM:** Any excess trash bags must be tied shut and placed in trash bins in the loading dock room on the 1<sup>st</sup> floor.
10. **Nothing is to be taped, tacked, or otherwise adhered to the walls in any manner.** Easels or T-stands may be available upon request for this purpose.
11. Any materials brought to the event by the user must be removed immediately following the event or meeting.
12. Any changes to reservations must be done so in writing.
13. Please contact the DCOM Student Activities Coordinator at 423.869.6575 ([dennis.arnold@lmunet.edu](mailto:dennis.arnold@lmunet.edu)) if you have any questions or concerns.

\*\*\*\*\*Club Officer: Please initial and sign that you have read and agree to the following: \*\*\*\*\*

\_\_\_\_\_ As a precondition to receiving use of the facility, the user agrees to indemnify, defend and hold Lincoln Memorial University harmless from all liabilities, costs, damages, expenses, losses, court costs, and attorneys' fees, arising out of or from acts of negligence errors or omissions occasioned or arising out of the use of Lincoln Memorial University property by the user, its agents, servants or employees

\_\_\_\_\_ Lincoln Memorial University assumes **no** responsibility for accident, injury, or death of guests or participants, or property damage or loss. LMU has a no alcohol policy, which prohibits the use of alcohol on the campus.

### Required Signatures:

Club Officer: \_\_\_\_\_ LMU Email: \_\_\_\_\_

Student Activities Coordinator: \_\_\_\_\_

### For LMU-DCOM Use Only:

Date Received: \_\_\_\_\_  Space Reserved  Confirmation Sent  Added to Calendar

Notes: \_\_\_\_\_