



DeBusk College of Osteopathic Medicine

LINCOLN MEMORIAL UNIVERSITY-KNOXVILLE

SGA Club/Organization Event Proposal Form

This form should be used for all reservations of rooms at the LMU-DeBusk College of Osteopathic Medicine in Knoxville, TN. Forms should be submitted via email to DCOM at LMU-Knoxville Receptionist. You will receive a response by e-mail within 24 hours of your request. Please provide notice at least 72 hours in advance for all facilities requests.

Reservations are based on a first come first serve basis. The Department of Academic Services reserves the right to make changes to requests as needed. The following is a list of rooms allowed for reservation. Please choose the room and complete the remaining questions on the form in its entirety. This entire form must be completed, including appropriate signatures, prior to submission.

Name of Organization: _____ Name of Advisor: _____

Name of Event: _____ Date of Event: _____

Prep Time _____ to _____ Time for Event: _____ to _____ Clean up Time: _____ to _____

Anticipated Attendance: _____ Will there be a cost for attending? Yes* _____ No _____ *if yes, how much? _____

Will Food or Drinks be served? (Food) Yes _____ No _____ (Drinks) Yes _____ No _____

Are you having a guest speaker? If Yes, Please list name _____ 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)* If multiple rooms are selected, please indicate the use of the rooms in the description portion below.

The following is a list of rooms allowed for reservation. Please choose the room and complete the remaining questions on the form in its entirety. The more information we are able to collect from you, the better we can serve you. **No open containers are allowed in the lecture halls and classrooms.**

- Room 114** (Conference room in Dining Hall; seats 6; food and drinks allowed)
- Room 116** (Conference room in Dining Hall; seats 6; food and drinks allowed)
- Room 117** (Conference room in Dining Hall; seats 8; food and drinks allowed; mini refrigerator with freezer)
- Room 126** (Conference Room; seats up to 10; food and drinks allowed; monitor equipped; ITV and Zoom capable)
- Room 133** (Classroom; seats up to 30; food and drinks allowed; AV/computer/projector equipped)
- Room 134** (Conference room; seats up to 20; near catering kitchen; food and drinks allowed; monitor equipped; ITV and Zoom capable)
- Room 152** (Conference room; seats 14; food and drinks allowed; monitor equipped; ITV and Zoom capable)
- Room 179** (Conference room; seats 10; food and drinks allowed; monitor equipped)
- Room 200** (Lecture Hall 1; seats 321; no food and drinks allowed, no open containers; AV/computer/projectors equipped; ITV and Zoom capable)
- Room 208** (Conference room; seats 10; food and drinks allowed)
- Room 212** (Lecture Hall 2; seats 178; no food; drinks allowed, no open containers; AV/computer/projectors equipped; ITV and Zoom capable)
- Room 222** (Conference room; seats 10; food and drinks allowed, monitor equipped; AV equipped)
- Room 231** (Dean's Conference room; seats up to 12; food and drinks allowed; monitor equipped; ITV and Zoom capable)
- Room 242** (Lecture Hall 3; seats 204; no food; drinks allowed, no open containers; AV/computer/projectors equipped; ITV and Zoom capable)
- Room 250** (Lecture Hall 4; seats 360; no food; drinks allowed, no open containers; AV/computer/projectors equipped; ITV and Zoom capable)
- No Room Needed or Other Space** (please list) _____

Additional Multimedia technology needs:

- Computer with Projection or Monitor
- Podium Microphone
- Lavalier Microphone(s); # _____
- Overhead Projector/Document Camera
- Video Recording
- Other: _____

Additional Equipment/Resource Needs:

- Tables # _____ and Chairs # _____
- Easel without Pad
- Easel with Pad
- Power strip _____
- Other: _____

DCOM-Knoxville 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. Specific rooms requested will be assigned when possible, but **Academic Services reserves the right to make changes.**
3. A 24-hour notice on cancellations allows us to better serve all organizations/departments.
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. Multimedia technology needs and support may be requested Monday –Friday, 8:00 am-4:30 pm, by calling the Information Services Department at 423-869-7411, or by email at helpdesk@lmunet.edu. (If requests are made for events scheduled after normal business hours, technical support may not be available.)
7. The sponsoring organization/department is responsible for leaving the room in the same condition as when the meeting/event started. All trash containing food must be placed in the bins located in the west entrance of the building.
8. **Nothing is to be taped, tacked, or otherwise adhered to the walls in any manner.** Easels or T-stands are available upon request for this purpose.
9. Any materials must be removed immediately following the event or meeting.

*****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: (print and sign): _____

Phone Number :(_____) Mobile Number :(_____)

LMU E-mail Address: _____

Student Activities Coordinator: _____

For LMU-DCOMK Use Only:

Date Received: _____ Space Reserved: _____ Confirmation Sent: _____ Added to Calendar: _____

Additional Notes: _____