

# MISSOURI WESTERN STATE UNIVERSITY FACILITY RESERVATION FORM



MWSU Scheduling Services Office  
Spratt Hall 105  
4525 Downs Drive

Saint Joseph, Missouri 64507-2246 Phone:  
(816) 271-4115 Fax: (816) 271-5922

E-mail: [kuechler@missouriwestern.edu](mailto:kuechler@missouriwestern.edu)

Contract #: \_\_\_\_\_

**Facility Usage Policies**

1. Facilities will not be reserved until a completed reservation form is received in the Scheduling Services Office.
2. **Facility reservations must be submitted 14 working days in advance of event.**
3. Events sponsored by a campus department or student organization must have representation by the sponsoring group at the event.
4. There will be a \$100 deposit required for all events requiring Public Safety.
5. Events sponsored by student organizations will **require** the attendance of the sponsoring organization's Faculty/Staff Advisor.
6. College policy strictly prohibits the use of alcohol and tobacco products on campus.
7. Additional charges for set-up may apply for events that require excessive setup or occur outside of weekday business hours, weekends or on college recognized holidays.
8. Additional charges will be assessed if there are damages to facilities or equipment.
9. For events involving physical participation, MWSU requires combined single-limit, general liability insurance coverage (bodily injury, property damage) in the amount of \$1,000,000 be provided with MWSU named as an additional insured. A certificate of insurance must be provided 14 working days prior to the event and must cover the entire term of the facility reservation.
10. MWSU reserves the right to cancel or reschedule reservations due to academic need or act of God.

**Event Information**

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

Facility Requested: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Event Time: \_\_\_\_\_:\_\_\_\_\_ AM PM to \_\_\_\_\_:\_\_\_\_\_ AM PM

Set-up Time: \_\_\_\_\_:\_\_\_\_\_ AM PM to \_\_\_\_\_:\_\_\_\_\_ AM PM

Estimated Attendance: \_\_\_\_\_  
(used to determine number of tables and chairs necessary, if applicable)

**Food Service**

Will food or beverage be served? \_\_\_\_\_ yes \_\_\_\_\_ no  
**If food or beverage is to be served, orders must be placed with Food Service, 816-271-4435, at least 14 working days prior to the date of the event.**

**Event Contact**

Name: \_\_\_\_\_

Org./Dept.: \_\_\_\_\_

Budget Number: \_\_\_\_\_ (for MWSU Departments only)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Today's Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Advisor's Information (Student Organizations Only)**

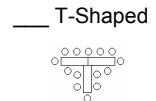
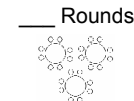
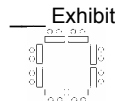
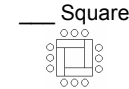
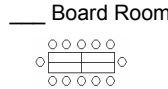
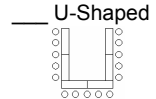
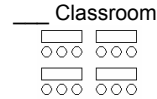
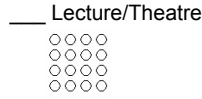
Advisor's Name: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Campus Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Set-Up (Please check one)**



Will use room as is, no set-up required.

Other (describe in full detail the desired set-up, include drawing)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please draw the desired set-up in the box below if you selected other.

**Public Safety**

Event sponsors may request Public Safety services. Please indicate below the number of officers requested. A minimum fee of \$20 per officer, per hour with a four-hour minimum required for each officer. **It is the responsibility of the sponsoring organization/department to contact Public Safety and make the necessary arrangements at least 14 working days prior to the date of the event.**

Number of officer's requested/required: \_\_\_\_\_

Some events may require Public Safety. This determination is the discretion of the Scheduling Services Office and the Dean of Student Development. If it is deemed that Public Safety will be required, consent of the sponsoring Organization/Department will be obtained prior to approval.

**CONTINUED ON REVERSE SIDE**

**Presentation Equipment**

All equipment will be set-up during the set-up time you indicate in the Event Information section of this form. Requested equipment is not confirmed until you receive an confirmation e-mail from Classroom Services. Questions regarding equipment should be directed to Classroom Services at 271-4395. For two-way videoconferencing contact Tara Stoll at 271-4171. Services provided pending the availability of technical and staff resources. Charges will apply.

**Smart Facilities**

Smart Facilities have presentation equipment pre-installed. Smart Facilities DO NOT have all the equipment listed below. Please check Classroom Information Guide capabilities at [www.missouriwestern.edu/classroominfo](http://www.missouriwestern.edu/classroominfo) or contact Classroom Services at 271-4395.

Smart Facilities Equipment	Set-up	Training Needed?
Data/Video Projector		
TV/Data Monitor		
Audio Tape/CD Player		
VCR		
Document Camera		
Desktop Computer		
Overhead Projector		
Slide Projector		
DVD Player		
Notebook Computer Hook-up		
Screen		
Wireless Microphone		

**Deliverable Equipment**

Equipment	Deliver	Set-up	Training Needed?
Video Projector/VCR			
Video Projector/Notebook-hook up			
TV/VCR set-up			
Data Monitor/VCR set-up			
Overhead Projector			
Cart			
Portable Screen			
Boom Box – Tape/CD			
Cassette Recorder			
Slide Projector			
Easel			
Dry Erase Easel			
Podium			
Table Top Microphone			
Podium Microphone			
Microphone/Tall Stand			
Camcorder/Tripod			
PC Notebook (for presentations)			
Zip Drive for PC			
Internet for PC			

Classroom Services DOES NOT provide consumables such as easel paper, dry erase pens, erasers, tapes, etc...

Please outline special instructions for presentation equipment set-up.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If training is needed, please indicate desired training time:  
 \_\_\_\_\_:\_\_\_\_\_ AM PM

Indicate the number of technicians needed (if necessary): \_\_\_\_\_

If Technician(s) necessary, please indicate times needed:  
 \_\_\_\_\_:\_\_\_\_\_ AM PM to \_\_\_\_\_:\_\_\_\_\_ AM PM

**Technician fees are \$10.00 for on-campus groups and \$15.00 for off-campus groups. This fee applies to all activities not directly related to a MWSU credit or non-credit class. Technicians must be requested 10 working days prior to the event.**

**Recreation Services & Facilities**

Recreation and athletic equipment can be reserved. Please call the Recreation Services and Facilities Office at 816-271-4247. Equipment is available on a first come, first serve basis and must be reserved at least two weeks prior to the event.

Some equipment will require a deposit and/or fee. This determination is at the discretion of the Director of Recreation Services and Facilities.

**Potter Hall Theatre**

To reserve Potter Hall Theatre, please fill out the "Potter Hall Theatre Facility Reservation Form" at <http://www.missouriwestern.edu/scheduling/PotterTheatreReservationForm.pdf> and submit it to Mark Elting (Potter Hall 100B, [elting@missouriwestern.edu](mailto:elting@missouriwestern.edu)). Please direct all questions regarding the Potter Hall Theatre to 271-4283.

**Invoice (if applicable)**

Department	Amount	Description
Public Safety		
Classroom Services		
Potter Hall Theatre		
Physical Plant		
Planetarium		
Recreation Services		
Facility Fee		
Lifeguard Labor		
Supervisor Labor		
Scheduling Services		
TOTAL DUE:		

\* Food Service charges will be billed by the Food Services Office.

**OFFICE USE ONLY**

**Nature of Event** (Check one that is most applicable)  
 \_\_\_ Meeting \_\_\_ Lecture \_\_\_ Dance \_\_\_ Luncheon \_\_\_ Dinner  
 \_\_\_ Reception \_\_\_ Planetarium \_\_\_ Other

**Scheduling Approval**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean of Student Development Approval**

(required for student organizations only)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Risk Management Approval**

(required for events that involve physical activity or have the potential for personal risk or injury, as determined by the Risk Management Officer)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Distribution** (Check all that apply)

- \_\_\_ Business Office
- \_\_\_ Public Safety
- \_\_\_ Classroom Services
- \_\_\_ Event Contact
- \_\_\_ Food Service
- \_\_\_ Physical Plant
- \_\_\_ Planetarium
- \_\_\_ Potter Hall Theatre
- \_\_\_ Recreation Services
- \_\_\_ Risk Management
- \_\_\_ Other, please specify: \_\_\_\_\_