

SPECIAL EVENTS REQUEST FORM

For Uses of this Form, See Reverse

Please answer ALL questions

REQUESTS MUST BE SUBMITTED A MINIMUM OF
TWO WEEKS PRIOR TO YOUR EVENT

Date Request Submitted _____

EVENT NAME: _____
(Name to be listed on Public Calendars)

Requestor's Name: _____ Georgetown Email: _____ Phone: _____

Event Coordinator's Name: _____ Georgetown Email: _____ Phone: _____
(or Second Contact's Name)

Department /Organization: _____ Additional Dept. / Org. Co-Sponsor(s): _____

Organization Representative to be present at and responsible for event: _____

Does this event involve a group outside of the Law Center?

- No
- Yes Name of External Sponsor: _____
Describe Role: _____

This event will be listed on **PUBLIC** calendars.
If you wish to have your event unlisted, check box below:

(Available to Faculty, Departments, and Clinics only)

EVENT DATE	ACTUAL TIME OF EVENT	TIME NEEDED FOR SET-UP & CLEAN-UP (Min. One Hour Each End)	ANTICIPATED ATTENDANCE	FACILITY REQUESTED	FACILITY ASSIGNED (To be completed by Student Affairs Staff)

NATURE OF EVENT (Include Topic to be addressed): _____

(Describe completely and attach agenda, if applicable. Failure to do so may result in delay)

Names & Affiliation of Speakers: _____

Will this event generate media coverage? No Yes

Event Admission: Free Charge: Amount \$ _____

EVENT TYPE: Conference Panel
(all that apply) Lecture Meal
 Other _____

Will VIPS be in attendance? No Yes.

Names: _____

Will Public/External Guests be attending? No Yes. Who? _____

Will refreshments be served? No Yes. Who will provide them? _____

Will beer and/or wine be served? No Yes

What other services will be needed? _____

SIGNATURE IS REQUIRED on the reverse side of this form. Reservation will not be processed without signature.

YOU MAY SUBMIT YOUR REQUEST ELECTRONICALLY TO STUDENTAFFAIRS@LAW.GEORGETOWN.EDU, IN PERSON, OR BY FAX TO (202)662-9261

ROOM ASSIGNED BY: _____ DATE: _____ TRACKING NUMBER: _____

SPECIAL EVENTS REQUEST FORM INFORMATION

When is this form used? The Special Events Form is used for all events on the Gewirz 12th Floor, Hart Auditorium, Supreme Court Moot Courtroom, Atriums or External Areas. The Special Events Form is also used for any event in any room that has external catering, outside guests or speakers, substantial audio visual or facilities management needs, or special security considerations.

This form is available from the Office of Student Affairs, McDonough 171. It is also available on the Student Affairs web page, and it may be faxed or e-mailed upon request. **Incomplete forms will not be processed.**

POLICIES

- ❖ Our primary mission is an academic one. Therefore, there is a slight possibility that rescheduling of non-academic events will be required. Certain rooms have restricted usage. If a difficulty arises, we will contact you.
- ❖ Special Events and Special Events Spaces may be booked by Law Center departments and student organizations for activities. Individuals may book Special Events and Special Events Spaces provided they are co-sponsored by a funded department or student organization.
- ❖ External organizations, departments, or faculty members wishing to book Law Center spaces on behalf of external organizations, must contact the Office of Special Events at (202) 662-9505.
- ❖ All events must comply with the Alcohol Policy as well as all other University policies.
- ❖ **A charge will be imposed unless cancellations are communicated to the Office of Student Affairs, Facilities Management and the Audio Visual Department 24 hours in advance of your event. Your organization will be charged for any services that have already been performed for the event.**
- ❖ Clean-up is the responsibility of the sponsoring organizations. A charge will be assessed if this responsibility is not met.

BY SIGNING BELOW:

- You indicate that you have read the above policies and agree to comply with the Alcohol Policy, in addition to all other University Policies
- You indicate that you understand that our primary mission is an academic one, and there is a slight possibility that reschedule of non-academic events will be required. **All requests should be considered TENTATIVE until confirmation is RECEIVED.**
- You indicate that you will make all necessary arrangements with Facilities, A/V, and Public Safety for the set-up of your event. These departments need your requests **AT LEAST TWO WEEKS BEFORE YOUR EVENT.**

SIGNATURE: _____ **TITLE:** _____ **DATE:** _____

ASSOCIATED LAW CENTER DEPARTMENTS

Audio Visual (McDonough 106, 202.662.9026): This department requires supplementary form to request specific audio visual equipment and services. There is a possibility that your event may incur charges from the Audio Visual Department. Audio Visual services and staffing are not available on Sundays or holidays. **The Audio Visual Department requires, at minimum, two weeks' notice for services; three weeks' notice is preferred.**

Public Safety (McDonough 125 or 101, 202.662.9327): There is a possibility that your event may incur charges from Public Safety, particularly if your event will take place outside the building or outside of regular business hours.

Facilities Management (McDonough 154, 202.662.9331): This department requires a supplementary form to request specific services, such a furniture arrangement. There is a possibility that your event may incur charges from Facilities Management, particularly if excessive cleanup is required after your event. **Facilities Management requires, at minimum, two weeks' notice for services.**

Parking (McDonough 154, 202.662.9331): Limited VIP parking arrangements can be made through this office. Parking is on a space available basis. Charges will apply.

Disabilities Services (McDonough 167, 202.662.4042): Accommodations for events or meetings at the Law Center (i.e., use of a translator, wheelchair access, etc.)

Telecommunications (McDonough 151, 202. 202.662.9347): Telethon or conference call arrangements must be made with this office. Charges may apply.

Catering: When food will be served, please obtain an estimate of the required set-up and clean-up time from the caterer. No food or beverages may be served or consumed in the Hart Auditorium, the Gewirz Moot Courtroom (Mini Moot), or the Supreme Court Institute Moot Courtroom.

Internal Catering (Cafeteria, McDonough 193, 202.662.9476)

External Catering. External caterers must provide proof of a certain level of insurance coverage. A list of currently approved external caterers is available from Student Affairs.

Alcoholic Beverages. University funds may only be used to purchase beer and/or wine. University approved TIPS trained servers must be used at events with 25 or more people. Additional restrictions regarding Alcoholic Beverages apply. A copy of the University's Alcohol Policy for Student is available upon request from the Office of Student Affairs.

Public Relations 662-9500 ★ Main Switchboard 662-9000 ★ Gewirz Front Desk (if the event is in Gewirz) 662-9290