



TAYLOR HALL

MULTICULTURAL CENTER SPACE & AUDIO-VISUAL REQUEST FORM

- Completed forms must be returned to (Taylor Hall Rm. 002 or faxed to 278-8333)
- Room confirmations are usually emailed within 2 business days; check your email for questions.
- The Multicultural Center staff reserves the right to reassign space to maximize usage of the building.
- **THIS FORM IS ONLY A REQUEST**, EMAIL CONFIRMATIONS ARE SENT ONCE A ROOM IS RESERVED

Requestor's Name: _____

Campus ID # _____

Faculty/Staff / Student Phone# _____

Email _____

Dept. /Group Name: _____

Event Title: _____

Event Date(s): _____
(Day of the week) (Month/Day/Year)

Reservation Time _____ **TO** _____ **(include time needed for any set-up or clean-up)**

Actual Event Time _____ **TO** _____ **Number of people attending** _____

Will food be served? NO /YES

ANY EVENT CATERING IS THE ONLY APPROVED CAMPUS CENTER CATERER

Please contact Any Event Catering for your catering needs.

(317-274-7566, www.dineoncampus.com/iupui)

1st Preference Room/Space Choice

____ Multicultural Center Commons Area

2nd Preference Room/Space Choice

____ Multicultural Center Lower Level

TECHNOLOGY NEEDS

Equipment needed must be requested at least 5 business days in advance. Check all that apply.

- Media Cart (PC, Projector, DVD/VHS, screen)
- Microphone with speakers (#____) (limit 6)
- Document Reader TV / VCR

Other _____

It is your responsibility to provide accurate information regarding your set-up needs on this form. There is separate policy for Late Night Events that requires six (6) weeks advance request for space, using this form.

I have read and agree by the policies governing the use of the Multicultural Center and resources as listed in the Policy Manual (available on website). I certify that I am a current student, faculty, or staff member at IUPUI. I understand that submitting this form is only a request and that no reservation is final until I receive a confirmation. I am responsible for communicating policy and procedure information to my organization and guests.

Signature Date

Office Use Only: Data Entry Confirmation Sent

Ini. _____ Date _____ Ini. _____ Date _____