

ROOM RESERVATION FORM FOR STUDENT ORGANIZATIONS
NORTH CAROLINA STATE UNIVERSITY
Department of Registration and Records
1000 Harris Hall

University classrooms may be scheduled from 7a.m. to 10p.m. for the current semester only. Rooms are not assigned until the second week of the semester. This form will not be processed without the appropriate signatures. To reserve a room in Talley Student Center you must do so through their reservation office in 2104 Talley.

1. Complete this form
 2. Place this completed form in the 2nd tray of the stacked file box
 3. Pick up the assignment after 12:00p.m. on the next business day
- Today's Date: _____

Room Use Polices:

- In order to reserve a room on campus, your student organization must be registered (each year) with the Student Organization Resource Center in Talley Student Center: Room 1202. www.ncsu.edu/sorc/registration.html
- No singing, dancing, marching, musical instruments, food or drink are allowed in any academic space.
- All chairs, desks, and equipment must remain in the room. If items are moved, please return them to their proper position.
- Use of campus facilities for solicitation, addresses or public assemblies require written permission from the Student Organization Resource Center in Talley Student Center **AND** must comply with the regulations outlined at: www.ncsu.edu/policies/finance/facilities/REG07.25.11.php

Student Organization: _____

Organization Representative: _____

E-mail Address: _____ Phone: _____

Adviser: _____

Event and Building/Room Information:

Date(s) and/or Day(s) of the Week Needed: _____

Beginning & Ending Time: _____

Number of Seats Needed: _____ Type (circle one): Moveable Stationary

Preferred Building: _____ Second Choice: _____

Equipment Needed: _____

Description of Event: _____

Weekend Information (Weekend Policy will be included with room confirmation):

Name of student contacting Campus Police on day of event (no more than 2 names): _____

Please mark each situation that applies to your event:

- Amplified sound will be used
- An outside speaker is being invited for this event
- Members of the media will be present
- There may be protests associated with our event
- Persons other than the media, speakers, or protestors who are not students, faculty, or staff may be in attendance

I certify that I am able to represent _____ in this manner and that this organization takes full responsibility for
(Organization Name)

clean up and possible damages resulting from this event. If said organization fails to take responsibility for clean up or damages, I agree to take personal responsibility for costs incurred by the University associated with the event. I have read the policies outlined above.

(Signature of Organization Representative)

(Signature of University Official if applicable)

Registration and Records Use Only

Room Assigned: _____ Assigned: _____

Signature _____ Date _____

Special Instructions: _____