### Contact Information

<table>
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<tr>
<th>Today's Date:</th>
<th>_______________</th>
<th>Name:</th>
<th>______________________</th>
<th>Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td>_______________</td>
<td>Requestor Phone #:</td>
<td>_____________</td>
<td>Organization Advisor:</td>
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</tbody>
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### Event Information

| Name of Event: | ____________________________________________________________________________ |
| Event Type: | □ Meeting □ Program □ Banquet □ Other**: ________________ |
| Event Participants Include: | □ Students □ Faculty/Staff □ Public □ Minors, anyone under age 18. *If checked, you must complete the Minors on Campus Section on page 2 of this request form.* |

| Event Date: | _______________ | Event Start Time: | _____________ | Event End Time: | _____________ |
| Day of Week | Date | **LATE NIGHT Events will require an approved additional form** |
| Attendance Expected: | _____________ | Admission Fee: | $___________ |

### Set-up Information

**Note:** Meeting Rooms 1 & 3 are set as conference rooms and cannot be altered.

| Room Requesting (Capacity): | □ PUB Room 1 (capacity: 20) □ PUB Room 2 (capacity: 200) □ PUB Room 3 (capacity: 20) □ PUB Room 4 (capacity: 40) □ PUB Multi-purpose Room (capacity: 275) □ Eagle Wing (capacity: 100) |
| Catering: Please contact the LHU Food Service Provider in Bentley for catered events in the PUB at (570) 484-2630. |

### Set-up Choices (Rooms Available):

- **Rows of Chairs** (Rooms 2, 4, & MPR)
- **Conference Style** (Rooms 1, 2, 3, 4 & MPR)
- **Banquet Style** (MPR only)
- **Circle of chairs** (Rooms 2, 4, & MPR)
- **Classroom Style** (Rooms 2, 4, & MPR)

- **Chairs** (QTY:_______)
- **Head Table** (QTY:_______)
- **Projector/Screen**
- **Dry Erase Board**
- **TV/DVD**
- **Karaoke Machine**
- **Easel**
- **Tables** (QTY:_______)
- **Sound System** (QTY of Mics:_______)
- **Podium**
- **Music Stand**
- **Staging**
- **Paper Pad Easel**
- **Other:** _________________

(see reverse side)
Minors on Campus Policy: If your event in the PUB will include persons 17 years of age or younger. You must certify that your event meets one of the below exemptions by checking the box and signing the signature lines below. Please check one of the appropriate exemptions below. If these exemptions DO NOT apply, you MUST complete the Minors on Campus Registry Requirements and check the box that you received and completed the Campus Registry Requirements available through the Student Activities Office and/or University.

**Policy Exemptions:**
- [ ] Event is open to the general public, which minors attend at the sole discretion of their parent/legal guardian.
- [ ] Private event where minors attend under parental or legal guardian supervision. Parent or guardian must be present for the entire event.
- [ ] Exempt Event/Program as designated by the University President or designated official in advance and in writing (must be attached) as exempt from the policy.

**If Exemptions Do Not Apply - Minors on Campus Registry Requirement:**
- [ ] My Event does NOT meet the Minors on Campus Exemptions, I have received and completed the Campus Registry Requirements Form, and form is attached.

Event Chaperone Policy: All student organizations requesting events in the Parsons Union Building (except meetings) are encouraged to have an advisor or an approved chaperone present at the event for the entire duration. Advisors and chaperones must be University faculty or staff members.

Late Night Event Policy: All events requesting the use of the PUB after hours must be preapproved by the Student Activities Office by submitting a separate late night event request form. Advisor must be present for the duration of the entire late night event. “No Exceptions”

Assignment of Rooms: The Office of Student Activities reserves the right to assign (and re-assign) facilities to ensure the maximum and most appropriate use of the facility. Every effort will be made to honor all requests based on the following priorities:
- Student Activities Office
- Student Clubs and Organizations
- University Community
- Off-campus groups

Usage of Facility: All groups utilizing the facility are subject to Building, University, State, and Federal regulations. Anyone caught in misuse of the facility are subject to fines and penalties attached to the level of misuse. All individuals must be prepared to show identification when requested by University or PUB officials. The use of tobacco and or alcohol in the PUB is strictly prohibited. There could be a charge to use the building for off-campus groups.

Loss, Damage, and Disorder: Groups will be held responsible for the appearance of the room(s) in which they are using. It is expected that each room remain in the same condition throughout the course of the event. All groups are held financially responsible for any loss or damage incurred during their scheduled occupancy. ALL damages (accidental or intentional) should be reported to the Office of Student Activities (Monday thru Friday; 8:00 am - 4:00 pm) and/or Information Desk attendant (Monday thru Friday; 8:00 am – 11:00 pm, Saturday; 11:00 am – 11:00pm, Sunday; 4:00 pm – 11:00 pm).

Procedure:
1. All requests MUST be accompanied by a reservation form; no phone requests will be taken.
2. PUB Facilities may be used only when the request form is confirmed in advance.
3. The Student Activities Office should receive cancellations or changes of an activity as soon as possible.

**Do not proceed with printing or other informative materials for your event until you receive a confirmation of your reservation.**

**Completing this form does not guarantee space: Notification of approval will come from the Office of Student Activities.**

Agreement: I understand this event must be operated in accordance with the laws of the Commonwealth of Pennsylvania, and policies of the University. In signing, I accept financial responsibility for any damages to equipment and/or property resulting from misuse or negligence during the reservation period. I also agree for myself and the organization I represent, hold harmless and indemnify Lock Haven University, its affiliates, and the Commonwealth of Pennsylvania for any accident, injury and/or illness arising from the use of University facilities and/or services including those arising from the negligence of the University and/or its employees. Our group will provide a Certificate of Liability naming LHU as additional insured or complete individual Hold Harmless/Assumption of Risk forms prior to the first use. I also understand that adult chaperones/coaches, etc. must be present at all times during the use of LHU facilities and that any damages should be reported to 570-484-2756 immediately.

Requestor _______________________________ Date _______________________________
Advisor of Student Group __________________ Date _______________________________