

## Swenson Hall Event Request Form for Reserving Atrium Areas

Please complete the following form and submit it to the Office of Reservations for approval at least one week in advance of the planned event. [reservations@uwsuper.edu](mailto:reservations@uwsuper.edu)

<i>Organization:</i>		<i>Request Date:</i>
<i>Representative:</i>	<i>Email address:</i>	<i>Phone Number:</i>
<i>Location Choices:</i> 1st Floor - Erlenbach Gathering Place 2nd Floor - Berchild Lounge 3rd Floor - Alumni Lounge		<i>Setups/Quantity:</i> Tables _____ Chairs _____ Podium _____ Trash can _____ Other _____
<i>Date/s of Event:</i>	<i>Times:</i>	
_____	From _____ to _____	
_____	_____ to _____	
<i>Type/Name of Event:</i>	specify am or pm	
_____		(maximum of 6 tables) (and/or 20 chairs per floor)
<i>Will food be served?</i> Yes    No <i>Will alcohol be served?</i> Yes    No <p style="text-align: center;">Organizations <i>must</i> abide by all university food policies</p>	<i>Special Needs or Requests:</i> _____ _____ <p style="text-align: center;">A/V equipment cannot be used in atrium areas anytime classes are in session</p>	
Event participants <i>may not</i> exceed maximum occupancy regulations of any of the areas.		
Request Approved by: _____ Date: _____ <p style="text-align: center;">Conference and Events Manager</p> <p style="text-align: center;"><i>Once approved, copies of signed form will be sent to:</i>          Requesting party and Custodial Services, Grounds and Campus Safety as needed.          If there are any questions, please call the Office of Reservations at 8581.</p> <p style="text-align: center;">Campus organizations are expected to conduct themselves in a responsible manner, any complaints or damage caused by the approved event could result in future denial of requests.</p> <p style="text-align: center;">This request is for week days and scheduled open hours, week end event requests will require special approval and if approved may incur costs to cover staffing needs.</p> <p style="text-align: center;"><i>“In an effort to mitigate disruptions to classes in Swenson Hall, no amplified speaker or public address system use will be allowed for events in the general open gathering spaces during building class times. Spaces include the Erlenbach Gathering Place, Berchild Lounge and Alumni Lounge. Events needing an amplified sound system are encouraged to reserve enclosed spaces in Swenson hall such as the lecture hall or classrooms, if available. It is also advisable to use venues such as the Yellowjacket Union for events that create high noise levels or high energy activities.”</i></p>		