

Center for Social Concerns - Geddes Hall
Auditorium Reservation Request Form

Review of the Center for Social Concerns Space Usage Policies located at http://socialconcerns.nd.edu/about/documents/External_CSC_Space_Usage_Policies.pdf on the Facilities & Resources (<http://socialconcerns.nd.edu/about/facilities.shtml>) page of the Center website is required prior to completion and submission of this form.

Contact Name : _____ Today's Date: _____

Group or Department Name: _____

If student group, please list leader name, sponsor or sponsoring department name:

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Group/Department FOAPAL to be charged for fees and costs: _____

Meeting/Event Date: _____ Number of Attendees Anticipated: _____

Title/Type of Event: _____

Start & End Time (including time needed for set-up and clean-up): _____

If for repeated use, please list frequency and time period: _____

Alternative dates/times if first choice is not available: _____

The Center for Social Concerns provides no tech support. Those needing tech support or equipment not provided in Geddes Hall must contract with the University. Contact Denis Lindquist in IT Administrative Services at 631-6423 or lindquis@nd.edu to schedule services and arrange payment of charges. For Auditorium tech support needed during registrar controlled hours and for evening/weekend events associated with a University accredited course, please contact the Registrar's office Technology Enhanced Learning Spaces at 631-8782.

There is no food or drink allowed in the Auditorium. Auditorium users who wish to hold a reception in conjunction with their event must request the Geddes Hall Coffee House by submitting a separate **Reservation Request Form** located at <http://socialconcerns.nd.edu/about/documents/ReservationRequestForm.pdf>. These forms are submitted to Patty Flynn, 175 Geddes Hall or Flynn.3@nd.edu.

Auditorium reservations will not be confirmed until sixty (60) days prior to the event date and are subject to availability.

Failure to cancel an Auditorium reservation at least two (2) weeks prior to date reserved results in a cancellation fee of 50% of the event charge.

Please note: The Center for Social Concerns reserves the right to move or reassign users to accommodate requests. The Center may find it necessary to cancel an existing reservation in order to accommodate a priority special event. Advance notice will be given when possible.

I/we have reviewed and will comply with the Center for Social Concerns Space Usage Policies.

Signature

Date: _____

Forward completed form to:

Nicole Bourbon

Center for Social Concerns

142 Geddes Hall

Notre Dame, IN 46556-4633

nbourbon@nd.edu

(574) 631-9403 Phone

(574) 631-4171 Fax

For Internal Use Only:

Date Received: _____

Date Confirmed: _____

Date Journal Transfer Processed: _____

Or

Date Invoiced: _____ and Date Check Received: _____