

The Women's Center
484-365-7244
1570 Baltimore Pike, MSC 48
Lorraine Hansberry Hall, Basement Level
Lincoln University, PA 19352



Reservation Request Form

It is **REQUIRED** that this be submitted at least five (5) working days prior to the first date of the event referenced on this form. All requests are handled on a first-come, first-serve basis.

Organization / Department

Name of Event

Contact Person

Date of Event (*Indicating cycle of repeating events, e.g. every Monday, alternating Fridays.*)

E-mail Address of Contact Person

_____ a. m. / p.m. to _____ a.m. / p.m.
Time of Event

Telephone Number of Contact Person

Estimated Attendance

Equipment Needs

- Flip Chart
- Tables # _____
- Radio/ Tape/ CD

- Easel
- Chairs # _____
- Other _____

Formal Meeting: The conference area has a conference table with twelve (12) chairs. Additional chairs can be placed within the conference area for overflow seating. Indicate above if extra chairs are needed.

Informal Meeting: In the event the conference area does best serve you, the living room is available. The living room has two (2) couches, two (2) chairs, and a small table with four seating. Indicate above if extra chairs are needed.

Reception: Food tables will be arranged in the **conference area** or in the **hall**. **Please indicate where the food tables will be by circling the area.** Indicate above if extra tables are needed.

Will food be served? (Select one) Yes No

Requested Setup Time: _____ a.m. / p.m. on _____ Date

Requested Breakdown Time: _____ a.m. / p.m. on _____ Date

(Please remember to sign and date on the reverse side. Thank you.)

You will receive a confirmation e-mail when this request is approved.



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NOTE TO STUDENT ORGANIZATIONS

In order to reserve The Women's Center, a current employee of Lincoln University must be present during the entire period in which you utilize the space. For Student Organizations, the primary or secondary advisor will be required to be present and held responsible, along with the organization for any excessive cleaning and/or damages. Students will not be allowed to reserve the Center without an employee being willing to sign and be present during their entire event. All Lincoln University employees agreeing to the conditions of this contract are required to physically come to The Women's Center within the 24-hour period prior to the event and receive instructions regarding securing the Center at the close of the event. All guests will be required to enter and exit The Women's Center through its main entrance located in the rear of Lorraine Hansberry Hall.

Primary Advisor's Signature / Date

Home or Mobile Number

Secondary Advisor's Signature / Date

Home or Mobile Number

I understand that by my signature, my organization/department is fully responsible for cleaning The Women's Center at the end of our scheduled event. Cleaning includes, but is not limited to, removing all trash, paper, and food. Failure to comply with these requirements may result in a fee related to cleaning expenses and/or possible discontinuation of the Center use. ***All student organizations-regardless of official status-will be held responsible for the policies and procedures outlined in the Student Code of Conduct and the Student Handbook.*** The Director and/or Assistant Director of The Women's Center have the discretion to limit your organization's use of the Center.

By signing below, your entire organization agrees to comply with the above terms and conditions.

Signature of Contact Person

Employee Initials / Date

Date

Signature of Approval / Date

You will receive a confirmation e-mail when this request is approved.