



INTERNAL EVENT/ FUNCTION REQUEST

**REQUEST MUST BE TYPED & SUBMITTED
AT LEAST TWO (2) WEEKS IN ADVANCE**

Today's Date:

Sponsoring Campus/Site Division/Department:

INTERNAL EVENT DETAILS

Organization/Group:	<input type="text"/>	Approx. No. of Participants:	<input type="text"/>
Date of Internal Event:	<input type="text"/>	Day of Week:	<input type="text"/>
Internal Event Time/Duration:	<input type="text"/>		
Location of Event- <i>Campus/Site</i> :	<input type="text"/>	<i>Building/Room</i> :	<input type="text"/>
Description of Internal Event:	<input type="text"/>		

SPECIFIC REQUIREMENTS

Room Configuration - Describe Below: *(Required - Attach diagram of set-up on separate page.)*

Media Services –All media equipment/services requests must be emailed to and confirmed with the appropriate [campus/site Media Services office](#).

Delgado Police Presence - Describe below. *Police requirements, including non-negotiable officer detail number and cost, to be determined by Delgado Police Chief. See “[Campus Police Presence Requirements for On-Campus Events & Functions](#).”*

ROOM RESERVATION

Capacity

Facility Scheduling Coordinator Signature *(Required)*:

City Park Campus:

Classroom/Conference Room	(20 - 40)	_____
Bldg./Room: <input type="text"/>		
Drama Hall, Isaac Delgado Hall	(50 - 100)	_____
Auditorium, Isaac Delgado Hall	(100 - 400)	_____
Michael Williamson Gymnasium	(200 - 500)	_____
Lac Maurepas, Student Life Center	(75 - 150)	_____
Bayou St. John, Student Life Center	(75 - 100)	_____
Bayou Signette, Student Life Center	(75 - 100)	_____
Bayou Lafourche, Student Life Center	(75 - 100)	_____
Lac Pontchartrain (St. John/Signette/Lafourche)	(300 - 500)	_____
Bayou Blue, Student Life Center	(8 - 12)	_____
Bayou Savage, Student Life Center	(8 - 12)	_____

Other Location: () _____

Other Campus/Site:

Bldg./Rm./Location: () _____

Requestor's Name	<input type="text"/>
Department:	<input type="text"/>
Phone:	<input type="text"/>

Approved: _____ / _____
Requestor's Department Head/ Date
 _____ / _____
Department Head over Facility/ Date

For Office Use Only: Delgado Police _____
Central Utilities _____
Housekeeping _____