



FACILITY REQUEST FORM

MUST BE FILLED OUT IN ITS ENTIRETY BEFORE APPROVAL IS GRANTED

Event Name _____ Event Date: _____

Contact Name _____ Alt. Date: _____

Dept/Org. Name _____ Set Up Time: _____

Mailing Address _____ Start Time: _____

_____ End Time: _____

Phone _____ # of People _____

Fax _____

E-mail Address _____

Room Requested _____

Alternate Room (if above is unavailable) _____

Audio/Visual Equipment _____

Does the event require catering? ____yes ____no

(If yes, please contact Dining Services at (325)793-4834)

NOTICE: Reservations are based on availability. Rates are based on room size.

*In making this reservation, the above mentioned **Contact person**, on behalf of the above mentioned **Organization**, agrees to conform to all McMurry rules and regulations as spelled out in the **Policies and Procedures** as posted. The above mentioned also assumes financial responsibility for any damages caused by participants or attendees at this event. McMurry University rules, regulations, and policies will be followed throughout this event and facilities will be left in their original orderly condition. All student organizations and events will be set up and torn down by that student organization, failure to do so will result in a fee charged to your organization.*

- All events must provide a certificate of \$1 million general liability insurance with McMurry University shown as additional insured. Or purchase "special events" insurance on-line at www.eiia.org and have a copy of certificate sent to Debbi Lehr.
- Deposit of 50% due at time of reservation.
- Balance due two (2) weeks prior to event start date.
- Make checks available to McMurry University.
- Please use the back of this form to sketch how you wish tables and chairs to be arranged and note any other needs you may have (sound equipment, curtain dividers, etc) contacted.

FOR OFFICE USE ONLY	DATE: _____
Reservation Approved ____yes ____no Charge \$ _____	
_____ Conference & Enrichment Services Representative	

Organization Representative

Date

Please sign & return this form to:

Debbi Lehr McMurry Station 275 Abilene, TX 79697 lehr.debbi@mcm.edu

T. (325) 793-4853 F. (325) 793-4799