



AUXILIARY SERVICES

P32- GENERAL FACILITIES
REQUEST TO SCHEDULE THEATRE ACTIVITY, FACILITY, SERVICE

Complete and return to roomreservations@asurams.edu. If additional information is needed, call or visit the Events Scheduling Coordinator at Albany State University, 2400 Gillionville Road, Albany, GA 31707; Office C -110 in the Student Center; (229) 500-2885.

GENERAL INFORMATION

Full Name: Organization:

Address:

Phone: Email:

EVENT INFORMATION

Title of Event:

Event Date(s): Start Time: End Time:

Setup Date: Start Time: End Time:

Load Out Date: Start Time: End Time:

Event Description:

Estimated Attendance: Participant Fee(s):

Will Minors Attend: Admission Fee(s):

- Space Requirements: Ballroom, Multipurpose Room, Classroom, Lecture Hall, Conference Room, Meeting Room, Lobby or Atrium, Vendor Space Setup, Parking Lot, Computer Lab, Intramural Field, Free Speech Zone, Other:

Setup Needs:

- Technical Needs: Sound System, Podium, Screen & Projector, A/V Recording, Laptop, Microphone, IT Support for Start Up Only, IT Support for Duration of Event

Catering & Concession Needs:

Other Needs:

All personal data and special categories of sensitive personal data collected or processed by Albany State University (ASU) must comply with the ASU Cybersecurity Program Plan, as authorized by the Board of Regents Policy Manual Section 10.4 Cybersecurity: https://www.usg.edu/policies. Anyone suspecting his or her sensitive personal data has been exposed to unauthorized access, report your suspicion to LegalAffairs@asurams.edu. Otherwise, questions concerning GDPR can be forwarded to LegalAffairs@asurams.edu. By signing your name in the box/line below and submission of this form/application provides consent to and acknowledgment of the ASU Data Security and Privacy Policy.