



# University of Pittsburgh at Titusville

Office of Facilities Management  
Coordinator of Conferences and Facilities Use

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## UNIVERSITY ACTIVITY RESERVATION FORM

**THIS FORM HAS 3 PAGES**

**Note:** This form must be completed and submitted, including all set up and/or service requirements, at least one week in advance of the date of the event.

Requesting individual \_\_\_\_\_ Campus address \_\_\_\_\_

Organization or office \_\_\_\_\_ Campus telephone \_\_\_\_\_

Department Head \_\_\_\_\_ Campus e-mail \_\_\_\_\_

| EVENT INFORMATION   |                     |
|---|---------------------|
| Name of Event _____   |                     |
| Subject/Description _____   |                     |
| Date(s): _____  |                     |
| Attendance Expected _____   | Admission Fee _____ |
| Program Open To: <input type="checkbox"/> Public <input type="checkbox"/> Students <input type="checkbox"/> Faculty/Staff |                     |

| RESERVATION INFORMATION |      |               |            |          |
|-------------------------|------|---------------|------------|----------|
| LOCATION                |      | TIME AND DATE |            |          |
| Building                | Room | Month/Date    | Start Time | End Time |
|                         |      |               |            |          |
|                         |      |               |            |          |
|                         |      |               |            |          |
|                         |      |               |            |          |
|                         |      |               |            |          |

**Include time for set up and tear down. Building will be unlocked and locked at times requested above.**

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## SET UP, SERVICES, EQUIPMENT NEEDS

| ROOM SET UP (number if appropriate) |
|-------------------------------------|
| _____ Tables                        |
| _____ Chairs                        |
| _____ Piano                         |
| _____ Podium                        |
| _____ Staging                       |
| _____ Other _____                   |
| _____ Other _____                   |

| PERSONNEL SERVICES  |
|---------------------|
| _____ Projectionist |
| _____ Lighting      |
| _____ Sound         |
| _____ Custodial     |
| _____ Security      |
| _____ Other _____   |
| _____ Other _____   |

| EQUIPMENT (specify type and number) |
|-------------------------------------|
| _____ Audio-Visual _____            |
| _____ Sound _____                   |
| _____ Lighting _____                |
| _____ Computer _____                |
| _____ Other _____                   |
| _____ Other _____                   |

| CATERING (check all that apply) |
|---------------------------------|
| _____ Buffet Line               |
| _____ Sit-Down Meal (served)    |
| _____ Reception                 |
| _____ Breakfast                 |
| _____ Lunch                     |
| _____ Supper                    |
| _____ Pastry/Coffee             |
| _____ Coffee, Soda Service      |
| _____ Coffee Service Only       |
| _____ Other _____               |

**NOTE: SPECIFIC CATERING ARRANGEMENTS  
MUST BE MADE WITH FOOD SERVICE**

**GUEST PARKING:** Guests must pick up a Guest Parking pass from the Campus Police Office in Spruce Hall or park on the street.

**PROVIDE A DIAGRAM AND DETAILS OF SET UP REQUIREMENTS ON THE NEXT PAGE  
SPECIAL PROCEDURES APPLY TO THE USE OF CAMPUS AUDITORIUMS**

## AUTHORIZATION

I understand that this event must be carried out in accordance with the relevant policies and procedures of the University of Pittsburgh and the Titusville Campus, and, if applicable, with the laws of the Commonwealth of Pennsylvania. I acknowledge that any damage to equipment or property resulting from this event will be charged to my department or organization.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_

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PLEASE DRAW A DIAGRAM OF ALL SET UP REQUIREMENTS IN THE SPACE  
BELOW AND PROVIDE ANY OTHER DETAILS RELATING TO THE EVENT  
*Use a separate sheet if necessary*

**THANK YOU VERY MUCH**  
If you have any questions, please call 827-5667