### Room Reservation Request

_All information is required in order to receive confirmation._

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Location Requested</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Expected Attendance</th>
<th>Recurring Dates (mmdd)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sponsoring organization or department</th>
<th>Title of Event</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Local Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
<th>Today’s Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Room Arrangement (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
</tr>
<tr>
<td><img src="lecture_diagram.png" alt="Diagram" /></td>
</tr>
</tbody>
</table>

Number of people at head table: ____________ (for Lecture, Workshop, Banquet, or Custom sets only)

### Equipment Needed

- [ ] TV/VCR
- [ ] Flipchart
- [ ] Easel
- [ ] Overhead Projector
- [ ] Slide Projector
- [ ] Screen
- [ ] Chalkboard
- [ ] Floor lectern (without sound)
- [ ] Tabletop lectern (without sound)
- [ ] Floor podium (with sound)
- [ ] Tabletop podium (with sound)

### Other Requirements

**Event Registration form complete?**
- [ ] Yes
- [ ] No
  
  (student organizations must complete for all activities except meetings)

**University Police requested?**
- [ ] Yes
- [ ] No
  
  (student organizations and special events groups must complete for all activities except meetings)

**Catering Requested?**
- [ ] Yes
- [ ] No

**Table for food required?**
- [ ] Yes
- [ ] No

**Loyola Dining Services notified?**
- [ ] Yes
- [ ] No
  
  (arrangements must be made with Loyola Dining Services after receipt of confirmation)

### Return form to Priscilla Williams, Associate Director for Center Services

- [ ] Confirmed
- [ ] No space
- [ ] Cancelled
- [ ] Changed to: __________________________

_______ Associate Director for Center Services

Date ____________ revised 8/01

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**Policy Acknowledgment**

_My signature affirms that I have read, understood, and will abide by the policies and procedures stated on the reverse of this form as well as those governing student organizations, university events and activities as promulgated in the Loyola University New Orleans Student Handbook._

__________________________

Signature

Date ____________

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Danna Center and Student Activities Office
Campus Box 1, 6363 St. Charles Avenue, New Orleans, LA 70118 Telephone: 504-865-3622 Fax: 504-865-3612
Email: dcrsv@loyno.edu Website: www.loyno.edu/~dcrsv/
Danna Center Rooms and Outdoor Quads

1. Reservations must be made at least 15 days in advance. We cannot guarantee last minute reservations, changes or additions.

2. Phone reservations will not be accepted. You may submit a reservation on-line, via fax at 504-865-3612, or in person at the Danna Center and Student Activities Office.

3. Requests made after 2:00pm will be processed the following business day.

4. Reservations will be confirmed or denied within 3 business days of receipt of reservation form. Reservations are not guaranteed until you receive written confirmation.

5. Only recognized student organizations, university departments, or special event groups (Sponsor) may reserve space.

6. Every attempt will be made to schedule the space requested. The Danna Center reserves the right to assign an alternate location if scheduling conditions make it necessary.

7. The Danna Center reserves the right to change a confirmed reservation to an alternate location if scheduling conditions make it necessary. In such cases the sponsor will be notified immediately of the change.

8. Cancellation of a reservation is required immediately after the sponsor knows it no longer needs the space. After two no-shows with failure to notify, the sponsor will be denied facility use for the remainder of the semester.

9. Sponsor will be held responsible for the condition of the space after the event and may be held financially liable for damages. Excessive trash must be removed by the group or charges will be assessed.

10. When audio/visual equipment is used, it must be returned in the same condition in which it was received. All equipment must remain in the Danna Center. Sponsor may be held financially liable for damages.

11. Rooms will be available approximately 15 minutes before the scheduled event start-time. Rooms must be vacated 15 minutes after the scheduled end-time.

12. Sponsor is responsible for contacting and paying Loyola Dining Services for catered functions and/or University Police for security coverage.

13. Amplified sound in the quad areas is allowed from 12:15 - 1:45pm T,R and 3:30pm - 8:00pm Su - F.

14. Additional staffing, university police, custodial coverage and other expenses will be charged as necessary. Special openings or late closings are subject to availability of staff.

15. Smoking is prohibited in the Danna Center.

16. Exits must remain clear at all times.

17. Sponsor must complete the Event Registration form for all activities except meetings.

18. Sponsor agrees to abide by the rules and regulations of Loyola University New Orleans as outlined in the Student Handbook.

Danna Center and Student Activities Office
865-3622  dcresv@loyno.edu

Loyola Dining Services
865-2127  lds@loyno.edu

Media Services
864-7120  mediasrv@loyno.edu

University Police
865-3434