

Louisiana Tech University
UNIVERSITY HALL



E-Mail Completed Form to

Ben Doughty
doughty@latech.com

Tech Pointe, Room 206

Phone: (318) 257-2604

Department/Organization: _____

Dept. Code/Acct. #: _____

Faculty Advisor: _____

Phone: _____ **E-Mail:** _____

***ALL STUDENT ORGANIZATIONS MUST HAVE FACULTY ADVISORS PRESENT DURING EVENTS, NO EXCEPTIONS.**

Event Contact Person: _____

Name

Title

Phone: _____ **E-Mail:** _____

Room Reservations:

Room Requested	Date	Time	Type of Function OR Class Name & Number	Number Attending
Room 111 (max. capacity 70)				
Room 121 (max. capacity 30)				
Room 122 (max. capacity 14)				
Room 123 (max. capacity 12)				
Room 134 (max. capacity 110)				
Gathering Room (max. capacity 120)				

A/V Equipment Required:

Yes No

Will food be served at this function?

Yes No

Please provide what A/V equipment or tables and chairs are to be used, how many, and how they should be set up:

The undersigned has reviewed the attached policies and requirements for the use of University Hall facilities and agrees to adhere to them.

Submitted By: _____

Date: _____

This document provides the guidelines for the use of the University Hall facilities located at Louisiana Tech University, Railroad Ave., Ruston, Louisiana, 71272. The determination of the appropriateness of a request to use the facilities is the responsibility of the the facility coordinator. On campus department and student activities will not be assessed a usage fee to utilize the facilities. **Users will be charged for damage to facility, furniture and equipment.**

Scheduling of Facility

Contact Ben Doughty, at doughty@latech.edu or 318-257-2604. To provide adequate time to review the request, the facilities request form must be received at least two weeks prior to the event.

Catering for Food Functions

Catering arrangements will be made by respective departments/organizations with Aramark Food Services. Food is not to be prepared in the facility. **NO FOOD OR BEVERAGE IS ALLOWED IN THE PRESENTATION THEATRE (Room 134). SMOKING IS STRICTLY PROHIBITED IN THE BUILDING and WITHIN 25 FEET OF ENTRANCES.**

Furniture

The facility coordinator must pre approve all requests for additional furniture. If approved, all arrangements will be made by respective departments/organizations with Buildings and Grounds. Existing furniture is NOT to be removed from rooms unless approved by the EC Director. Please, make sure that The facility coordinator is aware of any furniture arrangements if it is last minute or not disclosed above. **If there is damage to floors, walls, or furniture during an event, additional charges will be assessed against the department/organization.**

If existing furniture is moved/reorganized for an event, it must be returned to its original configuration after each event.

Room Information

Room 111 includes projector, screen, whiteboard, podium/computer, and audio amplifier. Also available in U-shaped arrangement (*capacity: 30*) and rounds 60" – dining (*capacity: 14 tables, seats 6-8 each*).

Room 121 includes projector, screen, whiteboard, and podium/computer. Available in U-shaped arrangement (*capacity: 20*).

Room 122 includes projector, screen, whiteboard, and podium/computer. Available in U-shaped arrangement (*capacity: 12*).

Room 123 (conference room) includes whiteboard.

Room 134 (auditorium) includes triple projector and screen, SmartPodium, and 3 microphones. **Gathering Room** includes projector, screen, podium, and audio. Available in rounds 60" – dining (*capacity: 10 tables, seats 6-8 each*).

If the form cannot be e-mailed for any reason, please send to the following address:

Ben Doughty
Campus Box #60
Tech Pointe, Room 206
PO Box #3159
500 Dan Reneau Dr.
Ruston, LA 71272