Vaughn Center Ninth Floor Request Form

Name of Requesting Organization: ________________________________

Contact Person (Box and Phone #): ________________________________

Email: ________________________________

Room (please circle): Crescent Club   President’s Conference Room   The Board Room

Day and Date of Event: __________________________________________

Reservation Start: _______________   Event Start: _______________
Reservation End: _______________   Event End: _______________

Estimated Attendance: ______

Alternative Date of Event: _______________________________________

Please read the ninth floor request policy and answer the following questions on a separate sheet of paper.

1. Please give a brief description of the event you are proposing.
2. Who is the event intended for?
3. Is your event open to the public?
4. Is there an admission fee?
5. What is the attire for the event?
6. What are your plans for the use of the room? Please include room setup, tables for registration, decorations used, AV equipment needed, if a dance floor needs to be installed, how many trash cans needed, etc. Be as detailed as possible.
7. Who will staff the event? What security measures will be taken to make sure only invited guests are allowed in?
8. Why would you like to use the ninth floor instead of other available facilities?
9. What significance does your event have for the University of Tampa community?

Please note: This is a request for the Ninth Floor, not a guarantee. If the Office of Student Leadership and Engagement approves the request, it will be sent to the President’s Office for final approval. If you have any questions, please call the Office of Student Leadership and Engagement at 253-6233.