

# Underground Event Planning & Space Request

***STOP: Read this before completing this form***

This form is to be used by student groups to request space at the Underground for presentation of an event. The Underground works directly with Student Dormitory Council and Activities Board on most programming presented in the Underground. You are encouraged to contact Student Dormitory Council (SDC) at [sdcc-chair@andrew.cmu.edu](mailto:sdcc-chair@andrew.cmu.edu) or Activities Board (AB) at [ab@andrew.cmu.edu](mailto:ab@andrew.cmu.edu) to seek co-sponsorship with one of these groups. Those who work with one of these groups are privy to assistance in event planning, greater date flexibility, and assistance with event publicity. If you seek to work with one of these groups you do not need to fill out this form and submit it. These groups will work with you as available, but are not obligated to do so. Best of luck with your event!!

***\*\*\*NOTE: This form needs to be completed and submitted at least two weeks before the requested events date to be considered.***

## THE EVENT -----

Event Title:

Event Description:

Preferred Start and Finish Times of Event:

Preferred Date of Event:

Alternative Dates for Event:

Plans for Promotion of Event:

Expected Number of Attendees:

## THE PLANNERS -----

Group Sponsoring Event:

Oracle String for Sponsoring Event:

Coordinator of Event:

Event Coordinator phone and email contact information:

Point person for the Night of the Event:

(note: this person must be at the set up, execution and clean up for the entire event)

Point Person Cell Phone during Event:

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Read and check the following. A check indicates that you have read, understood, and will abide by the statement:

\_\_\_\_ I understand that if there is an expectation that there will be a large number of attendees (100 or more) and/or if there will be a large number of attendees from off campus (25% or more) present for any event, the event coordinator is expected to obtain security assistance from Campus Police.

\_\_\_\_ I understand that if there is any disturbance to the community and/or damage to the Underground facility, the above mentioned event coordinator and student group will be held liable. Any damages may be automatically billed to the above provided Oracle string.

***Please complete every line of this form and return it to the Manager on duty at the Underground at least two weeks in advance of your preferred event date.***

For internal use only:

↑ Space available on date requested

↑ Manager approved