** If Mercer student, please have the faculty or staff advisor of the organization sign this request.

Student Advisor __________________________________________________________ Signature __________________________

** If NOT a Mercer student, staff, or faculty, a Facilities Use Contract must be completed & approved by the Office of the Vice President before rooms can be reserved.

Description of space requested or building/room if known

Description of event

Department/Organization _____________________________________________________

Estimate of number attending event

Who is Expected to Attend
(circle one)

1. Only Organization/Department Personnel
2. Only Mercer Students
3. Other/Explain

Is there a charge for attending this event: Yes _____ No _____ Price per person _______________________

NOTE: You are responsible for contacting the following areas to give specific details of the requirements for your event. If you do not contact these areas, requirements for your event will not be met. For non-Mercer events, additional fees may be incurred for the following services.

Briefly describe services needed from:

- Physical Plant (tables, chairs, etc.) 678.547.6355  
- Food Services (Carlyle’s Catering) 404.872.4231  
- Media Services/technical support 678.547.6310

Is this event likely to create walk-in traffic in the cafeteria? Yes _____ No _____ Date Carlyle’s Notified ________________

IMPORTANT POINTS TO CONSIDER

It is imperative that you cancel as soon as possible if you do not need the reserved space. Priority is given according to Mercer’s priority policy on room usage.