

# NPHC House: 97 Wentworth Street

(an exclusive or after-hours event)

## **Rules & Guidelines:**

- Reserving party is responsible for additional chairs, tables, electrical equipment needed for event. Please contact the physical plant and/or the Office of Media & Technology.
- Reserving Party is responsible for own set-up and clean-up. This means that all additional equipment must be removed and/or returned by you.
- The rooms must be left in original configurations.
- No alcohol permitted or allowed.
- \$50 fine for not adhering to any portion of the guidelines.
- You **MUST** fill out and turn in this form 2 WEEKS prior to your event.
- Each organization is allowed ONE EXCLUSIVE events in the house each semester.

## **Part 1: Event Information**

- A. Your Organization/Department: \_\_\_\_\_
- B. Name or Type of Event: \_\_\_\_\_
- C. Facility Requested: (check one) Conference Room Only \_\_\_\_\_ Entire First Floor \_\_\_\_\_  
Private House Reservation \_\_\_\_\_
- D. Event Open To: (check one)  
Members Only \_\_\_\_\_ All Campus \_\_\_\_\_ Community/Public \_\_\_\_\_
- E. Will you be serving food? \_\_\_\_\_
- F. Date of Event: \_\_\_\_\_ Time of Event: From \_\_\_\_\_ to \_\_\_\_\_

## **Part 2: Contact Information**

- A. Responsible Individual's Name: \_\_\_\_\_
- B. Phone number: \_\_\_\_\_
- C. Email address: \_\_\_\_\_

## **Part 3: Event Needs**

- Please refer to rules and guidelines above.
- You are responsible for reserving any event needs.

If you need:	Please contact:	Phone Number:
Extra Tables and Chairs	Physical Plant (complete an IDT with them)	953 - 5550
Catered Food	Aramark	953 - 5616
Media/Electronic Equipment (overhead projector, TV, VCR, etc)	Office of Media and Technology	953 - 5652

## **Part 4: Required Signatures**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Office of Greek Affairs : (843) 953 - 6320

Approved by: NPHC Executive Council President \_\_\_\_\_

Date: \_\_\_\_\_