

Richard H. Barry Hall Space Request Form

Special Events and Meeting Room Requests

Completed forms are to be submitted to office #13 (lower level) in Barry Hall.

If questions, please contact Deb Knapper at: deb.knapper@ndsu.edu or call (701) 231-5853.

Request parking permits from the unit associated with your visit.

Campus Police: (701) 231-8998

Risk Management Form

Date Rec'd: _____

Completed by: _____

Student Organization Verified by CSO:

Yes / NO Date: _____

1 CONTACT INFORMATION

Requestor Name: _____

Email: _____

Phone: _____

Organization/Department Name: _____

Event Title: _____

Description of Event: _____

Space Requested: Eide Bailly Boardroom Beaton Atrium

Classroom # _____ Dawson Rm. 258 Roers Rm. 356

Other: _____

Number of people attending: _____ Date: _____

Start Time: _____ am/pm End Time: _____ am/pm

Does the Event Involve Any Career Recruiting? Yes No

(Recruiting activities? Contact NDSU Career Center: 701-231-8464)

2 CATERING

Will your event require catering? Yes No

If yes, you are responsible for contacting NDSU catering at 231-8122. No outside food is allowed without prior permission from Dining Services.

Please initial to indicate that you understand these criteria: _____

3 STUDENT ORGANIZATION

Advisor's Name: _____

Phone: _____ Email: _____

Advisor will be present at this meeting/event.

Advisor Signature: _____

4 SET-UP

Set-up should be completed by: _____

am/pm

Tables: Type _____ Quantity _____

Chairs: Quantity: _____

Other Needs: (Coat rack, IT needs, computer access, passwords, etc.):

Doors to be unlocked and timeframe: _____

5 NON-NDSU ENTITIES & IF CATERING is provided

Facilities Use Agreement required for any club, outside vendor or visitor, and any time there will be food served. Recv'd?

<https://www.ndsu.edu/fileadmin/vpfa/forms/FM-FacUseAgree.pdf>

6 AGREEMENT SIGNATURE

By my signature I acknowledge that using space in Richard H. Barry Hall is a privilege and certain restrictions apply. I may forfeit this privilege if space and/or equipment is damaged. I understand there may be a fee associated with hosting an event at Richard H. Barry Hall, especially when custodial services are required.

Requestor Signature: _____

Date: _____

7 CLEAN-UP

Time clean-up should be completed by: _____

am/pm

Is a custodian needed? Yes No