

Events and Facilities Application Form

Important Events Contact People

University Events/External Relations	ext. 6262, Box 2
Office of Campus Facilities	ext. 4968, Box 7
ARAMARK Catering	ext. 4939, Box 12
Office of Media Services	ext. 5590, Box 38
Office of Development	ext. 6263, Box 6

Events are the “face” of the University, and therefore guidelines have been established to help everyone represent North Park in the most positive way as they conduct their program specific events. If you need help with any aspect of your event planning (invitations, decorations, food, etc.) please call the Director of University Events at ext. 6262. We are ready to help you make your event a success.

All University events for external constituents must be approved by a Vice President and the Director of University Events in the Office of External Relations. Without the proper signatures and account number for charges, the requested facility will not be reserved and the food service will not take a catering order.

The most important aspect of planning an event is planning ahead. This application must be signed and submitted to the Office of Campus Facilities **10 business days prior to an event.**

If your event involves any **fundraising**, you must obtain prior approval from the Senior Vice President at ext. 5705.

If **additional security** is required for your event, your office will be charged \$20 per hour for each officer. The North Park administration reserves the right to assign additional security to an event if, in its sole judgment, the nature of the event or the total number of persons anticipated warrants additional security. In these cases, the cost of the additional security will be charged to the convener’s budget; however, in most cases, such additional security will not be assigned without discussing the rationale with the convener.

Please arrange **media needs** with the Office of Media Services at ext. 5590, no later than two weeks prior to the event.

Please arrange **catering needs** with ARAMARK, North Park’s food service provider, at ext. 4939, no later than two weeks prior to the event. All University events for external constituents must be approved before a food order may be placed.

Publicity items (publications, calendars, advertising, news releases, etc.) for external audiences must be approved or created by the Office of External Relations.

Assurance of Balance in University Programs, Events, and Resource Usage

In addition to the fundamental values of academic freedom and ethics, North Park is committed to ensuring a sense of balance in all aspects of University-related programs, events, and communication. As part of this commitment, University programming should clearly demonstrate legitimate, lawful, and recognized points of view about the topic for discussion, particularly when presenting issues that have differing perspectives. As an academic institution, North Park does not take a public position on political issues. While North Park faculty and staff may hold personal opinions on such matters, the University expects that, when representing North Park and/or in carrying out North Park-related responsibilities, its personnel will ensure that fair and balanced perspectives are presented. Through this balance, North Park can provide constituents with educational information about important issues, even if they are controversial. The president and other senior administrative officers of North Park University reserve the right to disallow (in consultation with the senior administrative officer ultimately responsible for the event and/or initiative in question) any aspect of programming and/or use of North Park facilities and resources on behalf of events and initiatives that do not meet this standard and/or that are not deemed by the administration to be reflective of North Park’s mission as a Christian University.

To schedule an event and reserve a facility, please complete each section listed below.

<input checked="" type="checkbox"/>	APPROVAL FOR EVENT:
_____ President or Vice-President	
_____ Director of University Events	
_____ Senior Vice President (required for all events that involve fundraising)	
_____ Executive Vice President (required for all private rental events)	
_____ Vice President for Student Development (required for all student-sponsored events)	

I. TYPE OF EVENT (You must check one)

- North Park events that include external constituents
- Include this on the North Park web site events calendar**
- Internal campus only events—faculty, staff, and students
- Athletic events
- Private rental event

II. GENERAL INFORMATION

Event Date _____ Event Title _____

Event Description (please be specific about speaker, topics covered, etc.) _____

Contact person: _____ Phone ext _____ Box # _____

Sponsoring campus office: _____

Event co-sponsors: _____

Is there fundraising that will be done in association with this event? Yes No

(If yes, the approval and signature of the Senior Vice President must be obtained prior to facility reservation approval)

Recurring event: Yes No If yes, include first and last date: _____

Is there a fee? Yes No If yes, please list amount: _____

Food service: Yes No If yes, please contact ARAMARK at ext. 4939

Media services: Yes No If yes, please indicate what is needed below and contact Media Services at ext. 5590
 Lighting Audio/Mike Video

Security requested: Yes No Concerns: _____

Date	Day	Facility Requested	Event Time		Total Time		Estimated Attendance
			From	To	From	To	

III. SET-UP

All set up requests must be received by the Office of Campus Facilities at least five working days prior to the event.

- Standard set-up
- Other—Please attach a sheet with a drawing or description of the set-up you would like

IV. PUBLICITY (for events sponsored by North Park only)

Include on electronic sign: Yes No If yes, please submit a request online on the Faculty/Staff web page under External Relations. (Contingent upon the approval of the Senior Vice President)

Write a press release Yes No If yes, please contact External Relations at ext. 5796

V. AGREEMENT

I understand that this is an application and that my reservation is not confirmed until I have received a written confirmation from the Office of Campus Facilities. I agree to the requirements for holding an event on the North Park campus and accept responsibility for the use of the facilities I have listed above. Fax to 4958.

Signed: _____ Date: _____