

# Event and Facilities Application Form

## **Important Events Contacts**

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 judgement, 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.

On-site supervisors must be present at North Park sponsored events. Event Managers must be present at Private Rental Events.

**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, new 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.

**Safety Committee:** At North Park University, we believe that every student, employee and guest is entitled to a safe environment. The Safety Committee will review each Event and Facilities Application to insure that the proposed event will be conducted in a safe manner. The Safety Committee will work with the event planners to identify and address safety concerns prior to running the event.

# Event and Facilities Application Form

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

## I. Type of Event (You must check one)

- North Park events that include external constituents (on-site supervisor or event manager required)
- Internal campus only events – faculty, staff and students (on-site supervisor or event manager required)
- Athletic events (athletic manager through Athletic Office required)
- Private Rentals (event manager required)

## II. General Information

Event Date \_\_\_\_\_

Event Title \_\_\_\_\_

Event Description (please be specific about speaker, topics covered, type of activity, etc.) \_\_\_\_\_

## 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)

\_\_\_\_\_  
Safety Committee  
(required for all events)

Contact person \_\_\_\_\_ Phone ext. \_\_\_\_\_ Box # \_\_\_\_\_

Address \_\_\_\_\_

Sponsoring Campus Office \_\_\_\_\_ On-site Supervisor \_\_\_\_\_  
(must be present entire time)

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 late 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 Service at ext. 5590**  
 Lighting  Audio/Mic  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 **5 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)

Publicity for events sponsored by North Park University is the responsibility of the Office of External Relations. Any event, from the smallest and simplest to the largest and most complex, can benefit from professional graphic design, marketing and advertising. Event sponsors are strongly encouraged to begin working with External Relations as early in their planning as possible by completing a Request for Event Publicity available at [www.northpark.edu/eventpublicity](http://www.northpark.edu/eventpublicity)

## 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 University campus and accept responsibility for the use of the facilities I have listed above. Fax to 4958.

Signed \_\_\_\_\_ Date: \_\_\_\_\_ Signed \_\_\_\_\_  
(Sponsoring Campus Office)