



Shapiro Campus Center Space Request Form

Please **fully** complete both sides of this form and return it to
Sarah Richardson, Operations Specialist in the Department of Student Activities at
Mailstop 203, sarahr@brandeis.edu, 781-736-2626 or by fax: 781-736-3579.
Please note that completing and returning this form implies your request for space,
and is **not** a confirmation.

Today's Date:

Sponsoring Organization:			
Name of Event:			
Date of Event:	Time of Event:	am / pm	till am / pm
Frequency of Event (check all appropriate):			
<input type="checkbox"/> One Time Only <input type="checkbox"/> Every <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Every other <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Once a month on <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Date ____ <input type="checkbox"/> Other			
Type of Event:			
<input type="checkbox"/> Meeting <input type="checkbox"/> Lecture <input type="checkbox"/> Performance <input type="checkbox"/> Rehearsal <input type="checkbox"/> Other _____			
Space needed (please check):			
<input type="checkbox"/> Function Room 1 (Room 315) capacity: 16 Standard Conference Room Set-up <input type="checkbox"/> Function Room 2 (Room 314) capacity: 16 Standard Conference Room Set-up <input type="checkbox"/> Function Room 3 (Room 313) capacity: 24 Standard Conference Room Set-up <input type="checkbox"/> Art Gallery (Room 317) capacity: 24 o <i>The Art Gallery Exhibit/Display Walls are available by reservation. Please use the SCC Art Gallery Exhibit Request Form.</i> <input type="checkbox"/> Multipurpose Room (Room 236) capacity: 100 <input type="checkbox"/> Atrium (Main Lobby) capacity: 150 <input type="checkbox"/> The Great Lawn <i>The Carl J. Shapiro Theater is available by reservation. Please use the Theater Rental Request Form.</i>			
How many people will be attending? _____			
Please describe/diagram the room set-up:			
Small Rectangular Tables: #			
Chairs: #			
Staging:			
<i>**Table Cloths, Easels, Round Tables and other event equipment can be ordered through Conference and Events x 6- 4300**</i>			

