

CENTER FOR KOREAN STUDIES
REQUEST FOR AUDITORIUM, CONFERENCE ROOM AND LOBBY USE

Date: _____

UH Department: _____ Contact person: _____ Phone: _____

Name of Function/Event: _____ (Attach flyer with information)

Request for: Auditorium Lobby Conference Room

Date: _____ Time: _____ to _____ Approximate No. attending: _____

Food/Beverages served? Yes No Alcohol served? Yes No (If yes, submit approved request form)

Person in charge of locking/securing CKS building: _____ Phone: _____

Useful Information

See CKS Building Usage Policy for detailed information

- Seating capacity: Auditorium-96; Conference Room-32; Lobby-60-75 (standing room)
- No Friday evening, weekend, or holiday usage.
- Lobby use for receptions is allowed after 4:30 p.m. Monday – Thursday.
- No food or beverages in the auditorium or conference room. Bottle water is acceptable for presenters.
- If alcohol is served, submit copy of form Request for Service or Sale of Alcoholic Beverages By or To Faculty and Staff or Request for Service or Sale of Alcoholic Beverages By or To Students one week prior to event to CKS Secretary.
- Include set-up and breakdown time in your start and end times.
- Equipment provided in auditorium and conference room includes:
 - Large screen
 - Ceiling multi-media projector
 - DVD player
 - VCR (conference room only)
 - Computer (conference room only)
 - Microphone/podium (auditorium only)
- If showing PowerPoint presentations in the auditorium, a laptop (preferably PC) is required.
- Test equipment or multi-media: schedule one-day before event.
- At this time, there is no charge to use our technically equipped rooms. If misuse of equipment is found, responsible department will be liable to pay for repair or replacement.

The person in charge of locking/securing building is also in charge of picking up the building key the day of the event, making sure the trash is removed from the building as well as cleaning up any spills on the floor or table tops. Any furniture moved from its original location will be returned to its original location. Building key must be returned the next day by 9:00 a.m.

I have read and understand the useful information provided on this request sheet and CKS Building Usage Policy. **Non-compliance of CKS policy and rules will result in a warning for the first offense. Second non-compliance will result in usage privileges revoked for one (1) year.**

Signature Date

Approved Disapproved

Date _____

CKS Director