

Schreiner University EVENT SERVICES



Schreiner University Event Services Facility Rental Request Form

Organization :

Date :

Telephone :

Contact Person :

E-Mail :

Best Time To Call : ☐ Morning ☐ Afternoon ☐ Evenings ☐ Weekend

Facility of Interest :

Event Name :

Event Type :

Start Date/Time :

End Date/Time :

Event Description :

Total Expected Participants :

Will you need catering services :

☐

Yes

☐

No

Services, Equipment, Parking, Needed :

Equipment Needed :

☐

Tables

☐

Chairs

☐

Stage

☐

Podium

☐

Screen

☐

Garbage Cans

☐

Pipe & Drape

☐

None