

Date of Event _____	Time Room is Requested _____			
	From		To	
Type of Event _____				
Sponsoring Department / Group _____				
Time of Performance / Lecture _____			Estimated Attendance _____	
Person Responsible _____			Phone _____	
Address _____			Email _____	
Will there be a speaker? _____		Name of Speaker _____		

Basic information: seating capacity is 75 in thrust arrangement. Standard arrangement includes: podium, four arm chairs, and lecture lighting.

- Requests for reserving the space must be made using this form and returned to Lang 326. It should be understood that departmentally sponsored activities have first priority. The Department of Communication Studies reserves the right to reject any application for use of space.
- Users may expect the space to be in standard arrangements unless arrangements are otherwise made.
- If any event scheduled will not take place, the cancellations should be reported as soon as possible to Karen Mitchell (273-2640).
- The Department of Communication Studies is not obligated to provide either equipment or technical assistance. Such assistance may be available through the Technical Director for a fee on an availability basis.
- A technical supervisor will be required at all events (rehearsals, performances, and lectures) as deemed necessary by the Department of Communication Studies. The supervisor will be paid at standard approval rates.
- Custodial charges other than those routinely performed are the responsibility of the sponsoring group or department.
- Food and beverages are strictly prohibited in Lang 040. Drinking water is allowed.
- If any damage to the room, furnishings or equipment is sustained during a program or rehearsal, the sponsoring group/department is subject to payment for the damage incurred.

**Return form(s) to:
Karen Mitchell
Department of Communication Studies
Lang Hall 326-0139**