



# The Heidi & Walter Stepan Grand Hall

## Approval Request Form

This form is to be completed by a Bryant University faculty or staff member. Students who would like to use the Grand Hall must have an advisor complete and process this form. To reserve the Grand Hall: First, please check 25Live to make sure the Grand Hall is available. Submit your reservation request by email to [ssharp@bryant.edu](mailto:ssharp@bryant.edu) and [schedule@bryant.edu](mailto:schedule@bryant.edu) **before** you complete this form. This form must be processed at least **one month** prior to your event.

Name of Event:

Description of Event – (Please provide a paragraph description of the event and the objective of the event. Include the demographics of the attendees – i.e. students, staff, etc.)

Contact Person:

Department:

Phone:

Fax:

Email:

Day of Week:      Sun      Mon      Tues      Wed      Thurs      Fri      Sat

Date of Event:

Set up Time:

Start Time:

Finish Time:

Clean up Time:

|  |     |    |
|--|-----|----|
| Approximate Number of Attendees:   |     |    |
| Estimated Net Income Generated (outside groups only):  |     |    |
| Do you need assistance from the Audio-Visual Department?   | Yes | No |
| Will food be served at this event?<br>If yes, please indicate what type of meal/refreshments you will be serving:<br>Light Refreshments<br>Buffet Meal<br>Served Meal  | Yes | No |
| Do you need any additional rooms in the Bello Center for your event?<br>If yes, please indicate which rooms below (Note: ALL Bello space needs should be made via the Webviewer PRIOR to submitting this form; space needs for your event cannot interfere with classes unless arrangements are made through the Vice President of Academic Affairs):<br>Classroom 101<br>Classroom 102<br>Seminar Room 103<br>Meeting Room 214<br>Second floor study rooms<br>Classroom 212 (C.V. Starr Financial Market Center)<br>Access to Library for tours (to make specific arrangements for library tours, contact the library at x6298) | Yes | No |

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Name of Event:

Contact Person:

### AFTER APPROVAL PROCESS:

Once your request is approved, this form will be sent to the Scheduling Coordinator by the Provost's Office. The Scheduling Coordinator will contact you, the Requestor, to confirm the event. (If not approved, the Requestor will receive the form back marked Request Denied.)

*Please Initial here: \_\_\_\_\_ This indicates that you have read the statement above.*

It is your responsibility, as the Requestor, to make all logistical arrangements necessary for your event by contacting Information Technology, Audio Visual, Facilities and/or the Catering Office to make those necessary arrangements. Any requests for tours of the Library must be coordinated with the library staff. Groups will be responsible for making appropriate arrangements for the facility to be cleaned and reset immediately after use. Thank you!

*Please Initial here: \_\_\_\_\_ This indicates that you have read the statement above.*

Should the library close before the completion of your event, you must call DPS at your event's conclusion and ask DPS to lock/secure all exterior Grand Hall doors and Cafe door and other interior doors if applicable. This means you must also remain in the Grand Hall area until DPS arrives onsite.

*Please Initial here: \_\_\_\_\_ This indicates that you take responsibility for securing the Bello Center as stated above.*

### SIGNATURES:

It is necessary for the Vice President of your division to sign this indicating his/her approval:

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
date

To ensure that no planned activity in the Grand Hall inadvertently displaces or interferes with academic classes or use of the Library, please discuss your use with the Provost as well as the Divisional Vice President.

As such the Provost must sign below indicating that this event will NOT interfere with classes:

\_\_\_\_\_  
Provost

\_\_\_\_\_  
date