

Reservation Request Form

Due to a necessary authorization process, **Public Space Requests submitted less than 30 days in advance may not be approved.** Forms must be filled out clearly and completely in order to be processed in a timely manner. Events involving Food, Tents, and/or Larger Gatherings require additional approval time (60 days or more). Please note that Public Space events may be requested up to 365 days in advance. Please be aware, the event planning office will not hold dates and/or locations without contacting you personally. Due to the limited space available and calendar availability, Please provide events planning with three dates suitable for your event.

Event Title: _____

Event Time: _____

Type of Event: _____

Event Date(s): Date 1: _____

Date 2 _____

Date 3 _____

Will Alcohol Be Permitted on Premises? Yes No

Approximate Number of Guests: _____

Please complete the section below with all necessary information to avoid delay in our events planning contacting you to review your request for space.

Requestor's Name: _____

Contact/Group Name: _____

Address: _____

Daytime Phone Number: _____

Evening Phone Number: _____

Cell Phone Number: _____

Contact Email: _____

By submitting this form I am indicating that I have read, understand, and agree to adhere to the Public Space Guidelines as well as all applicable Event Planning, and University Policies and State Laws. My Failure to do so may result in the loss of event approval, future reservations and/or further sanctioning. I agree to pay all charges associated with this event.

Signature of Requestor: _____ *Date:* _____

Completed form may be emailed to Terri Leviner at tleviner@vt.edu or mailed to our office.
You will be contacted after the reservation request has been reviewed.