



The W.G. Pearson Center

Dream Fearlessly with Student U at the W.G. Pearson Center Application for Event Space Rental

Please complete the application below and return it to Amy Salo, Student U's Chief Operating Officer (amy.salo@studentudurham.org) at your earliest convenience. * All requests are handled on a first come, first serve basis.

Organization Name (if applicable): _____ Today's Date: _____

Contact Person: _____ Phone Number: _____

Email Address: _____

Event Name				
Event Description				
Event Date (please indicate if date is flexible or recurring)				
Event Time (please indicate if time is flexible)	Set-Up:	Start:	End:	Post-Event:
Number of Attendees				
Will you be serving food?				
Will you like an event monitor? (Min. of three hours @ \$25/hr)				
Would you like a janitorial staff present? (Min. of three hours @ \$25/hr)				

Type of Space Desired (circle all that apply if multiple spaces needed):

Auditorium** Training Room(s)** Cafeteria** Gym Outdoor Field Dance Room

**Capacity varies based on set-up of space.

Other Notes: _____

**Completion of application does not guarantee space availability.

For Student U use only:

Reviewed by _____ Date reviewed _____

Date quote sent _____ Contract signed? _____ Date signed _____