



66 Courtland Street • Suite 240 • Atlanta, GA 30303

Facility Rental Request Form

*This is a request form only. Reservation is not confirmed until you have received an email confirmation.
Please submit to this form to Student Center Suite 380.*

Contact Information

Organization Name			
Mailing Address		City, State	Zip Code
1 st Contact Name	1 st Contact Phone	1 st Contact Email Address	
2 nd Contact Name	2 nd Contact Phone	2 nd Contact Email Address	

Event Information

Event Name			
Event Description			
Event Date	Event Access Time	Event Start Time	Event End Time
Public Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	Ticketed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Ticket Price:	Ticket Sale Start Date:
Event Setup Details: _____			

Pricing Information

<input type="checkbox"/> GSU Student Organization	<input type="checkbox"/> GSU Department	<input type="checkbox"/> Non-GSU Affiliate
\$25/hr	\$50/hr	\$100/hr
\$175/day	\$350/day	\$500/day

*Day rate applies if the rental is 5-8 hours. If the rental is over 8 hrs, then the rental would be the daily rate in addition to hourly rates per each additional hour. Eg: 10 hour rental for a GSU Student Organization would be \$175(8 hrs) +\$50(2 hrs)=\$225(10 hrs)

Reservation Information

- The client and their guests should be fully loaded out and cleared from Cinefest Film Theater no later than 30 minutes after the Event End Time. Failure to do so will result in additional usage fees.
- If a GSU student organization or department fails to meet financial obligations, the event contact(s) organizing the event will be financially responsible for these charges.
- Full Payment should be made within 7 business days of receiving email confirmation in order for the event to be secured.
- Cancellation of event should be completed at least 31 calendar days prior to the event date. Fees will be incurred for cancellation notice fewer than 31 calendar days (15-31 calendar days' notice will result in \$____; fewer than 15 days will result in \$____)
- Security is provided by GSU Police Department. The price is \$35 per officer per hour with a minimum of 4 hrs. The need for security at your event is determined by Cinefest Film Theater.
- If rental time begins or ends outside of the Student*University Center hours of operations the cost is \$50/hr.
- Additional Rooms can be reserved through the Event Management Office in 345 Student Center

Client Compliance

Client's Signature	Date
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Advisor's Name	Advisor's Phone	Advisor's Email Address
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Advisor's Signature (Required for GSU Student Orgs)	Date
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Speed Type (Required for GSU Student Orgs/Depts) Check Cash