



Reservation Form

Name of Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Club/Organization: \_\_\_\_\_

Date of event: \_\_\_\_\_

Event Start: \_\_\_\_\_ Event end: \_\_\_\_\_

Type of event:  concert  lecture  novelty  movie  other

If you're showing a movie have you secured the rights to show it?  yes  no

Do you need help securing the rights?  yes  no

*Note: Any exhibition of an entertainment movie outside the privacy of a home setting is considered a public performance. The Pulse is a public venue and any public showing of an entertainment movie in The Pulse requires a license. Securing the license of a movie is not going to Blockbuster and paying a few dollars-it's contacting a non-theatrical movie distributor and paying \$250-\$500 to show the copywrited material.*

**The Pulse cannot be reserved for private or "closed" events. All events must be open to all students and our campus community.**

**Additional Information:**

In the space below, please describe what the event will be and who will be staffing the event. (i.e. Are you bringing someone in from off-campus? Who? Are you having music? Will you be making things/doing arts and crafts? Will your advisor be there?) Please be as specific as possible. If necessary, attach additional sheets.

Other questions you have about The Pulse and/or your event:

*I have read The Pulse Guidelines and acknowledge and confirm what I have read.* \_\_\_\_\_

(Signature)

Initial: (Office only)

Event Approved \_\_\_\_\_ Director \_\_\_\_\_ Manager \_\_\_\_\_ Confirmation \_\_\_\_\_