

RUDOLF STEINER COLLEGE

Rental Request

For

Conferences, Workshops and Events

Submit to: conf@steinercollege.edu

Notes:

Today's Date: _____

Name of Event and brief description of its nature and content: _____

Event Planner/Point Person: _____

Daytime Phone: _____ Cell Phone: _____

Email: _____

For office use only

Contract # _____ Notes _____

For Rudolf Steiner College Co-sponsored Events:

* If this event requires marketing and publicity to ensure successful participation and attendance, a lead time longer than 60 days is usually required. Requests for all such events will be evaluated in light of the time needed to create a successful event.

Co-Sponsored Event With: _____

For events co-sponsored with Rudolf Steiner College, please have the approving manager, or department head sign below before submission to the Calendaring and Resource Committee:

I have reviewed this calendar & resource request and I support the commitment of resources, if available.

Signature: _____

Date: _____

Rental

Is this event primarily for: Adults Family Children

Name of Person Submitting This Form, If Different: _____

Daytime Phone: _____ Email: _____

Requested Date(s): _____ Alternate Date(s): _____

*If this is a series, please see below.

Schedule Attached: Yes Is this schedule: Draft or Final

Please submit a *schedule and room request worksheet* with this request, if appropriate. (blank attached)

Anticipated Attendance: _____

(Please check all that apply) Private Public

***Series Details:** total number of occurrences: _____ Please provide your 1st choice of days/dates:

Day & Date: _____ Day & Date: _____

Day & Date: _____ Day & Date: _____

Day & Date: _____ Day & Date: _____

Day & Date: _____ Day & Date: _____

Day & Date: _____ Day & Date: _____

On the following sheets list your "master requests" for this series. If there are occurrences in the series that require exceptions or additions to the following "master request" please use the 'Workshop Series additional information' form.

Requested Resources:

Campus Services:

Type of room(s) or space requested:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Please explain if additional rooms are needed, or if there are any specific and/or unusual room needs:

Please indicate any or all of the following that may be needed for your event. (Please note that requests are subject to availability and additional fees may apply)

- Chairs
- Tables
- Audio or Visual equipment
- Photocopying
- Table cloths or special linen
- Piano
- Other _____

Internal Use:

◆ The above campus services request has been reviewed and considered

Date: _____

Comments: _____

Food & Beverage Request:

All requests will be evaluated for feasibility:

Bookstore Requests:

For any specific book requests or needs of the bookstore facilities or staff, please contact the bookstore as soon as possible at shopkeeper@steinercollege.edu or call 916.963-2400

Housing Needs/Requests:

Please contact our Housing Coordinator at housing@steinercollege.edu or visit <http://rudolfsteinercollege.edu/housing>.

Registration & Advanced Ticket Sales:

Advanced Ticket Sales

If this event is a performance, play, recital or single lectures, will advanced ticket sales be offered?

Yes No

Please check all that apply:

Event organizer will sell tickets

Request Rudolf Steiner College Bookstore to sell advanced tickets

Tickets will be sold at other outlets (please list): _____

Registration:

Would you like to contract with Rudolf Steiner College for registration support? Yes No

If this event is a conference, workshop or other event requiring registration, please check all that apply

How will event participants register for the event? (Check all that apply)

Pre-Registration Register at the door Other-explain _____

Is there a participant fee for the event? Yes How much? _____

Can participants enroll for a portion of the event?

Portion: _____ Fee: \$ _____

Internal Use:

◆ The above registration & advanced ticket sales request has been reviewed and considered

Date: _____

Comments: _____
