

WAIVER MEMO

FOWLER CENTER
ARKANSAS STATE
UNIVERSITY

Organization Name:

Contact Name:

Contact Phone:

Contact Email:

Event Name:

Date & Time:

Reservation: **Riceland Hall** **Grand Hall** **Drama Theatre** *******Black Box**

Please note the following when reserving an event space at the Fowler Center:

NO HELIUM BALLOONS WILL BE ALLOWED IN THE FOWLER CENTER.

Please read the procedures and guidelines for use of the Fowler Center at www.yourfowlercenter.com/home/procedures.dot. Please do not leave anything behind after your event without prior approval, as it may be thrown away.

- Your reservation is for the above named space(s) and time(s) in the Fowler Center **only**, and specifically **excludes** the use of any offices, the Department of Theatre teaching areas, the academic (south side) entrance, and the academic (south side) parking lot.
- If you are having food and or beverages served, you will need to contract for that through University Dining Services at 870-972-2059. Please discuss with them the number of tables you need, and any need for head tables. If you have any special needs, they will refer you back to us.
- All other set-up such as podiums, microphones, etc, and room arrangement is input on the event worksheet at <http://www.yourfowlercenter.com/home/procedures.dot>.
- All documentation must be submitted to the Fowler Center at least five working days prior to your event to fowlercenter@astate.edu. Please notify us if you determine you will not need your reserved time and wish to cancel.
- Please use the Rotunda entrance, which is the main entrance on the north, or Convocation Center, side of the Fowler Center and the parking lots located between the Convocation Center and the Fowler Center.

Please verify by checking below that you have read the waiver memo to confirm your reservation. We look forward to having you at the Fowler Center. Please give us a call at 972-3471 if you have any questions.

I have read the information above regarding reservations at the Fowler Center and agree to adhere to these guidelines.