

University of the Pacific
International Programs and Services
Bechtel International Center

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Name of Person(s) in charge of event: _____
Phone: _____ **Email:** _____
Name of Event: _____
Date of Event: _____ **Time:** _____ **Setup Time:** _____
Organization Advisor's Name: _____

Bechtel International Center was funded and created by the Bechtel family primarily to further understanding between people from other parts of the world, and that remains our mission. The Bechtel International Center invites activities and events whose basic function is to promote this mission.

Does your event promote our mission? Yes _____ No _____

Does your event require an open space? Yes _____ No _____

If so, please keep in mind that Bechtel furniture is **NOT** to be moved. If the current set up at Bechtel is not suitable for your event, you are encouraged to look for a more appropriate space.

Does your event require kitchen facilities? Yes _____ No _____

If so, please keep in mind that Bechtel does not have a kitchen. Therefore, you will either need to make arrangements to have food prepared elsewhere, or to find a more suitable location.

(For listings of alternative event locations on campus please contact Student Activities Office at 6-2174 or Conference Services at 6-2429).

Please read the following:

- 1) The furniture in Bechtel is not to be moved. If you feel the furniture needs to be moved you **must** obtain permission before the event.
- 2) Any garbage or waste, in particular food, is to be taken out of Bechtel and discarded after the event/program.
- 3) The building is to be left clean.

By signing I am indicating that I understand the above policies and that failure to comply will evoke an automatic semester ban on reserving Bechtel:

_____ Date Submitted

Approved by: David A. Schmidt