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