

VENUE USE CHECKLIST

INTERNAL USERS	EXTERNAL USERS
<ul style="list-style-type: none"> <input type="checkbox"/> Submit a completed Reservation Request Form 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit a completed Reservation Request Form
<ul style="list-style-type: none"> <input type="checkbox"/> Review the Quote received from shop Venues 	<ul style="list-style-type: none"> <input type="checkbox"/> Review the Quote received from shop Venues
<ul style="list-style-type: none"> <input type="checkbox"/> Review User Guidelines and applicable University policies 	<ul style="list-style-type: none"> <input type="checkbox"/> Review User Guidelines and applicable University policies
<ul style="list-style-type: none"> <input type="checkbox"/> Resubmit quote to shopVenues including authorized signature and payment information (within 2 business days after receipt of Quote) to confirm reservation 	<ul style="list-style-type: none"> <input type="checkbox"/> Sign and submit Premise-use Agreement to shop Venues
<ul style="list-style-type: none"> <input type="checkbox"/> Submit proper documentation based upon type of event and event activities (within 7 days of confirmation) 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit deposit of one-half of the total rental cost to shop Venues (within 2 business days after receipt of Premise-use Agreement) to confirm reservation
<ul style="list-style-type: none"> <input type="checkbox"/> Review smartbill invoice and approve 	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule a walk-through of the venue
<ul style="list-style-type: none"> <input type="checkbox"/> Schedule a walk-through of the venue for special accommodations 	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss User guidelines and applicable University policies related to the venue use and event needs
<ul style="list-style-type: none"> <input type="checkbox"/> Schedule set-up cleaning services 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit proper documentation based upon type of event and event activities (within 7 days of confirmation)
<ul style="list-style-type: none"> <input type="checkbox"/> Schedule other event services (i.e., public safety, parking and transportation, catering, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit final payment balance (prior to 3 weeks of the event)
<ul style="list-style-type: none"> <input type="checkbox"/> Have fun at your event 	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule set-up and cleaning services
<ul style="list-style-type: none"> <input type="checkbox"/> Breakdown, set-up, and return of venue to its original state 	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule other event services (i.e., public safety, parking and transportation, catering, etc.)
<ul style="list-style-type: none"> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Have fun at your event
<ul style="list-style-type: none"> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Breakdown set-up and return venue to its original state
<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/>