



Academic Innovation Center (AIC) Forum Approval Request Form

This form is to be completed by a Bryant University Faculty or Staff member. Students who would like to use the AIC must have an advisor complete and process this form. To reserve the AIC: First, please check 25LIVE (25Live.bryant.edu) to make sure the AIC Forum, Classrooms and/or Breakout Rooms are available. Submit your request to reserve the space via 25Live. Your space is not confirmed booked until the AIC Approval Request form is reviewed and approved by the AIC staff. This form must be processed and approved at least one month prior to your event. For more information or to inquire about the use of the AIC space please e-mail aicsupport@bryant.edu.

Name of Event: _____

Course Name: _____ Course Number: _____

Description of Event: (Please indicate the specific academic nature of the event if not part of a course. Supplemental materials may be sent as an attachment to aicsupport@bryant.edu)

Contact Person: _____ Sponsor: _____

Department or Bryant Student Group Name: _____

Phone: _____ Email: _____

Day of Week: SUN. MON. TUES. WED. THURS. FRI. SAT.

Event Date: _____

Set up Time: _____ Event Starts: _____ Event Ends: _____ Clean up Time: _____

Number of Attendees: _____ Estimated Net Income Generated (*outside groups only*): \$ _____

Will you need Audio Visual (A/V) Assistance? YES NO

A/V Needed: _____

Please note - it is the responsibility of the requestor to contact A/V

Will you be serving food? YES NO

If yes, please indicate what type of meal/refreshments you will be serving:

- Light Refreshments
- Buffet Meal
- Served Meal

Which room(s) are you requesting for your event? Please check all that apply.

- AIC Forum
- Classroom(s): If yes, please indicate what classroom(s) you would like to reserve.
 - Flat Classrooms (5) - Capacity 36-48 # of Flat Classrooms _____
 - Tiered Classrooms (5) - Capacity 50 # of Tiered Classrooms _____
- Breakout Room(s): If, yes please indicate what breakout rooms you would like to reserve.
 - Breakout Rooms (19) - Capacity 4-6 # of Breakout Rooms: _____

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Contact Person: _____

AFTER APPROVAL PROCESS:

Once approved by the Provosts office, this form will be returned to the AIC Office and the event will be confirmed with 25-live. It is your responsibility, as the requestor, to coordinate any Audio-Visual (AV) needs. AV can be reached at av-staff@bryant.edu.

Please Initial here: _____ This indicates that you have read the statement above.

It is your responsibility, as the requestor, to coordinate any food and beverage service and/or general facilities needs such as room setups. It is also your responsibility to ensure the cleanup of food/beverage service and the reset of classroom setups.

Please Initial here: _____ This indicates that you have read the statement above.

BRYANT UNIVERSITY OFFICE USE ONLY

Signatures:

It is required that the Department Division Head of your division sign this form indicating their approval.

_____	Date	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved
Department Head			
_____	Date	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved
Associate Director, AIC and Academic Events			
_____	Date	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved
Director, Center for Teaching Excellence			
_____	Date	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved
Divisional VP			
_____	Date	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved
Dean (if applicable)			
_____	Date	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved
Provost			
_____	Date	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved
President <small>(May require depending upon facility requested.)</small>			

NOTES