

CHAN SHUN HALL RESERVATION REQUEST FORM

CONTACT INFORMATION:

Name	Cell/Office/Home Phone	email (optional)
Department/Club/Organization Name	Department or AU Club Acct # (if applicable)	

ROOM(S) REQUESTED:

Payment Fee
Deposit*/Rental
\$75 /\$

<input type="checkbox"/> Whirlpool Room ()Projector**	MM / DD / YYYY	Time IN	Time OUT	\$75 /\$
<input type="checkbox"/> Garber Auditorium ()Projector**	MM / DD / YYYY	Time IN	Time OUT	\$100 /\$
<input type="checkbox"/> Lobby/Commons	MM / DD / YYYY	Time IN	Time OUT	\$75 /\$
<input type="checkbox"/> Classroom CSH108 ()Projector**	MM / DD / YYYY	Time IN	Time OUT	\$75 /\$
<input type="checkbox"/> Classroom CSH208 ()Projector**	MM / DD / YYYY	Time IN	Time OUT	\$75 /\$
<input type="checkbox"/> Classroom CSH209 ()Projector**	MM / DD / YYYY	Time IN	Time OUT	\$75 /\$
<input type="checkbox"/> Classroom CSH210 ()Projector**	MM / DD / YYYY	Time IN	Time OUT	\$75 /\$
<input type="checkbox"/> Conference CSH224	MM / DD / YYYY	Time IN	Time OUT	\$50 /\$
<input type="checkbox"/> Conference CSH227 ()Projector**	MM / DD / YYYY	Time IN	Time OUT	\$50 /\$

Total Payment: \$ /\$

*Deposit fee will be returned to payer upon satisfactory inspection of facilities.
 **Projector use is a \$25 rental fee (extra charges may result if projector is left on after you leave).

SUBMIT FORM TO:

(by email) birneyj@andrews.edu	(by mail) Chan Shun Hall
(by fax) 269-471-6158	4185 East Campus Circle Drive
(in-person) Chan Shun Hall, Room 201	Berrien Springs, MI 49104-0020

~DEPOSIT AND/OR RENTAL FEE IS DUE AT LEAST 2 WEEKS PRIOR TO YOUR EVENT~

FOR OFFICE USE ONLY

Security Deposit Payment	Rental Payment
Amount: _____	Amount: _____
Date Received: _____	Date Received: _____
Check#: _____	Check#: _____
Received by: _____	Received by: _____
Returned by _____ (or shredded) on: _____	Deposited on: _____

CHAN SHUN HALL RESERVATION INFORMATION AND PRICE SHEET

ROOM	CAPACITY	DEPOSIT*	RENTAL FEE (up to 6 hours)	PROJECTOR RENTAL FEE**
Whirlpool	60	\$75	\$50	\$25
Garber Auditorium	200	\$100	\$75	\$25
Lobby/Commons	200 (150 seated)	\$75	\$50	
Classroom CSH 108	65	\$75	\$50	\$25
Classroom CSH 208	30	\$75	\$50	\$25
Classroom CSH 209	30	\$75	\$50	\$25
Classroom CSH 210	60	\$75	\$50	\$25
Conference CSH 224	12	\$50	\$30	
Conference CSH 227	20	\$50	\$30	\$25

*Deposit fee will be returned to payer upon satisfactory inspection of facilities.

**Projector use is a \$25 rental fee (extra charges may result if projector is left on after you leave).

PAYMENT OPTIONS

- Cash – The deposit fee will be returned to you; please make arrangements to pick up your deposit the day after your event. The rental fee will be deposited at the end of the month in which your event falls.
- Check – Make checks payable to *Andrews University*. There must be 2 separate checks; the deposit check will not be cashed unless the facilities are left in an unsatisfactory condition; if satisfactory, the check will either be returned to you or shredded; the rental fee check will be deposited at the end of the month in which your event falls.
- AU Club Account # – Should be provided at the time of reservation.
- AU Department Account # – used as a deposit; will not be charged if room left in satisfactory condition.

Deposits and/or Rental fees are due at least 2 weeks prior to your event.

PAYMENT EXCEPTIONS AND POLICIES for Student Clubs, Non-Profit Organizations, and Church Groups

- Official Andrews University student clubs can reserve the Chan Shun Hall facilities once per semester for free. Student clubs must provide their club account number at the time of reservation. This acts as a deposit and will not be charged unless the room is left in an unsatisfactory condition. Every time after the first semester use of the facilities, the club account number will be charged based on the rental fees shown in the price chart above.
- Recognized Non-Profit Organizations are not required to pay a rental fee at any time, but are limited to reserving the facilities once every 2 months.
- Church Groups may reserve the facilities once every 2 months for free. If reserving the facilities more frequently than that, the church group will be charged based on the price chart above.
- All 3 groups must pay the \$25 fee if using the projector regardless if they are charged for room usage.

Andrews University departments will not be charged for the use of Chan Shun Hall facilities or projector use.

KEY/KEY CARD PICK-UP

- The building will be unlocked for you at your reservation time. If you have reserved a room, other than the Whirlpool room, you will need to pick up a key from Chan Shun Hall (CSH) room 201 or make other arrangements.
- Your Andrews ID card will act as your key card for the Whirlpool Room at the time of your reservation. If you are a community member and do not have an ID card you will need to pick up a key card from CSH201 or make other arrangements.
- Access to the projector requires a key to the podium. This key can also be picked up in CSH201.
- When your event is over, key cards or keys may be placed in the black, key drop box located on the wall just outside the Whirlpool room.