



REQUEST TO USE THE MARSHALL UNIVERSITY PRESIDENT'S HOUSE

EVENT INFORMATION

Name of Event _____

Event Purpose _____

Event Date (1st Choice) _____ Event Date (2nd Choice) _____ Event Date (3rd Choice) _____

Event Start Time _____ Event End Time _____

Is the President requested to Attend? YES NO Is Mrs. Gilbert's attendance requested? YES NO

If Yes, please complete and submit the Attendance Request Form, available at www.marshall.edu/president/biography/

Approximate Number of Guests Expected _____

What Type of Event is This? Reception Meeting Other

CONTACT INFORMATION

Contact Person _____

Department _____ Address _____

Contact Phone _____ Contact Email _____

CATERING

Will this be a catered event? YES NO

If Yes, how will the food be presented? Served Buffet

Note: Capacity for served meals is 14 people.

What type of food will be served? Breakfast Lunch Dinner Hors D'Oeuvres

Do you plan to have alcoholic beverages served? YES NO

If Yes, please complete and submit the Alcohol Request Form, available at www.marshall.edu/msc/files/Alcohol-Request-Form.pdf

COMMENTS

Please include A/V and equipment needs, equipment needs, indoor or outdoor, etc.

Guidelines for Use of the President's House

Designated areas of the President's House are available for use by approved Marshall University departments, colleges and divisions for university-sponsored functions only. **All expenses incurred for events will be the responsibility of the event requestors.**

A reservation request must be submitted to the Office of the President before an event can be considered. Each request form will be reviewed individually. The Office of the President reserves the right to decline any request. Reservations are taken on a first-come, first-served basis. No event is confirmed until written notice is provided by the Office of the President.

Food and Beverage

All food and beverage must be coordinated through the university's caterer [Sodexo](#). No alcoholic beverages may be sold at the President's House. Groups planning to serve alcoholic beverages must receive approval in advance by submitting the [Alcoholic Beverage Request Form](#) and must comply with all applicable laws and regulations.

Décor

Décor (over and above the use of linens, centerpieces, flowers and plants) must be approved in advance and in writing by the Office of the President. No confetti, glitter, rice/bird seed or similar items may be used at the President's House unless approved in advanced. Candles may be used only if in a glass enclosure such as a globe or hurricane lamp; candles may not be taller than the enclosure. Banners, posters and/or fliers may not be hung or attached to walls.

Additional Information:

- A draft copy of the event invitation must be approved in writing by the Office of the President before distribution.
- Events are expected to begin and end on time; it is the responsibility of the host organization to ensure their event ends in a timely manner.
- All events must occur between the hours of 8 a.m. and 11 p.m. The host organization must have a contact person at the house from at least 30 minutes before the start of the event until the last guest leaves.
- For events with more than 30 attendees, it is recommended that Presidential Ambassadors be on duty to assist with greeting guests, distributing nametags and programs, and other appropriate tasks. Contact the [Office of University Communications](#) to request ambassadors.
- Guests are welcome to visit the public areas of the house; however, guests are not permitted upstairs in the private living quarters or in the kitchen/office areas. It is the responsibility of the person requesting use of the house to ensure their guests respect these private spaces.
- Smoking is prohibited in and on the grounds of the President's House at all times.
- Maximum capacity is 150 people.

Contact

Office of the President, Old Main 216, president@marshall.edu, 304-696-2300