



LOMA LINDA UNIVERSITY
Drayson Center

Loma Linda University Drayson Center

Reservation Information

25040 Stewart Street, Loma Linda, CA 92350
Phone: (909) 558-7233 Fax: (909) 558-0102

Please return the completed form to the Drayson Center or fax it to ext. 80102

Date of Application: _____ (mm/dd/yyyy)

Event Date: _____ (mm/dd/yyyy) Alternate Event Date: _____ (mm/dd/yyyy)

*Please submit your request **at least 14 days prior to your event.** This will increase the likelihood of availability and allow time to make appropriate arrangements. **If you are within 14 days or less, Drayson Center may be able to accommodate you, but you will be charged a \$100 late fee. All forms must be completed before reservation can be processed.***

Name of Event: _____

Organization/Department: _____

Billing Address: _____

Authorized Contact: _____ Contact Email: _____

Contact Phone: _____ Second Contact: _____

PAYMENT

Credit Card: Visa MasterCard American Express
Credit Card # _____ Expiration Date: _____ (mm/dd/yyyy)

Cash Check
 Requisition Requisition #: _____ Account #: _____

of People: _____ Start Time: _____ AM PM End Time: _____ AM PM

What type of Event will this be?

Conference Class Professional Meeting
 Religious/ Worship Service Banquet Party (Anniversary, Birthday, Retirement)
 Other (Please describe): _____

Will food be served at this event? Yes No

If yes, please contact the Loma Linda University Catering Department at (909) 558-1000 ext. 88241
(Please note: *Serving meat or meat products is prohibited on campus.*)

How do you want the room to be setup?

Classroom Hollow square U-Shape Lecture Banquet
 Conference Other (Please describe): _____

USAGE

Conference Center/Classrooms

LLUAHSC functions: Setup Fee is \$2.00 per chair and \$2.50 per table.
Non-LLUAHSC functions: Setup Fee is \$3.00 per chair and \$4.00 per table.
All : Audio/ Visual Costs \$ 10.00 per microphone \$ 10.00 LCD Projector

Loma Linda University (LLU) requires evidence of general liability insurance for all special events. For those Drayson Center users who are unable to meet LLU minimum insurance requirements, a temporary special events policy may be purchased through the Tenant and User Liability Insurance Policy (TULIP) program sponsored by University Risk Management and Insurance Association. An insurance quote from TULIP covering your event may be accessed online by logging in to <https://tulip.ajgrms.com>.

Authorized Signature

Date

Director, LLU Drayson Center

Date



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Event Details

Please check the appropriate box(es) and provide information as needed for your event.

Opsahl Gymnasium:

- Court Usage Basketball Courts (three available) # needed: _____
- Score Clocks (three available) # needed: _____
- Volleyball Courts (four available) # needed: _____
- Badminton Courts (three available) # needed: _____
- Conference Use Chairs # needed: _____ Tables # needed: _____

Collins Auditorium: (180 theater style, 120 banquet style, 84 classroom style)

- Kitchen Usage Chairs # needed: _____ Tables # needed: _____

Martinson Conference Room: (50 theater style, 32 banquet style, 30 classroom style)

- Chairs # needed: _____ Tables # needed: _____

Fritz Conference Room: (8 to 10 People)

Equipment Needed:

- Registration Table(s) # needed: _____ Food table(s) # needed: _____
- LCD Video Projector Screen Piano Podium
- Sound System Microphone Lapel Microphone Wireless Microphone
- Microphone Stand(s) # needed: _____ Dry-Erase Board(s) # needed: _____

***Aquatics:**

- Recreational Pool (available May – August) With Water Slide Without Water Slide
- Lap Pool (ten lanes available) # needed: _____ Shallow End Deep End
- Pool Lawn Area Chairs # needed: _____ Tables # needed: _____

*Lifeguard assignments are determined by the Drayson Center; Lifeguard usage is charged at \$35/hour for each Lifeguard.

Other Activity Areas Needed: Chairs # needed: _____ Tables # needed: _____

- Aerobics Studios (two available) # needed: _____ Student Union Harder Park
- Softball field (two available) # needed: _____ Outdoor Track Indoor Track
- Tennis Courts (five available) # needed: _____ Brauer Courtyard (Patio) Basaraba Garden
- Racquetball Courts (five available) # needed: _____ Beach Volleyball (two available) # needed: _____
- Soccer Fields (four available) # needed: _____ Turf Field (only water allowed on this field)

Please describe any additional needs you have for any of the above areas:

