

Set-up date: _____

Facility Set-up Specifics: HBU Bradshaw Fitness Center

Please draw on the diagram where equipment will need to be set up.

To cancel or change a reservation, Submit [Change/Cancel Event Form](#) found on the Astra Homepage under External Links.

** This form must be received by the Office of University Events & Conferences at least **FIVE BUSINESS DAYS** prior to the event, or we may be unable to honor your request. You can email the form to eventsintern@hbu.edu or deliver it to the Events office in the Morris Center ±

Office Use Only: