

Student Union & University Center Reservation Request For Aug. 12, 2019 - Aug. 8, 2020

Print completed form and return to SU 114 February 4th - 8th. Office hours are 8:30-4:00PM.
Reservations will be confirmed via e-mail by February 20th.
Forms may not be turned in prior to February 4th

Event Date: Start Time: End Time:

* If start time or end time are outside building hours, a fee will be charged. **Do not** add set up time to your reservation, this time is built in automatically

Organization/ Event Name: # of People Attending:

Brief Description of Event:

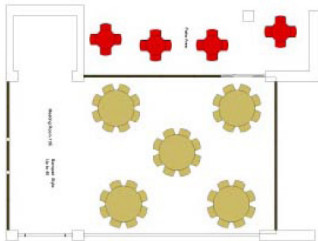
Organization Contact Name: Organization Contact Phone:

Organization Contact E-mail: Student Organization Advisor:

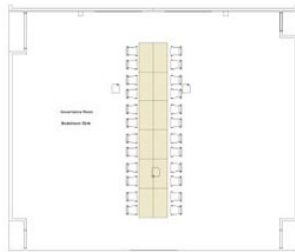
Catering: Yes No Requested Room Preference:

Requested Room Style: Did you have this event last year?: Yes No

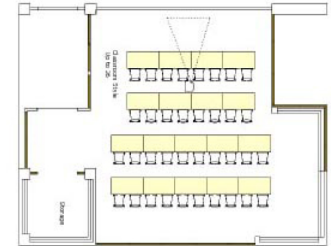
If yes what was the date of the event?:



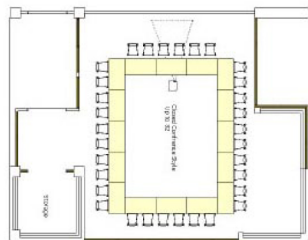
Banquet



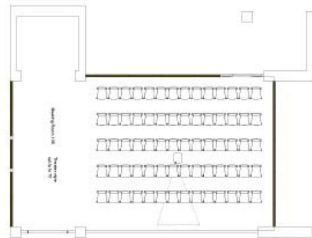
Boardroom



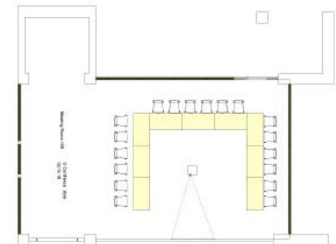
Classroom



Open Conference



Theater



U-Shaped Conference

- I will have this event video recorded I will have this event audio recorded Dance Floor
- Bistro Tables Podium with Computer and Projector Stage Special Lighting
- Table Mic Conference Phone Streaming/Webcam Wireless Hand Held Mics

If you have a regularly reoccurring meeting you can complete this one cover sheet and attach a list of dates to this form.