

STUDENT ORGANIZATION SPACE REQUEST

Space is **NOT** considered reserved until confirmed by the U.C. office

Organization _____ Application Date _____

Responsible Contact Person Making Reservation _____

Cell Phone _____ Dorm Extension _____ Home Phone _____

Organizational Advisor Signature _____ Extension _____

E-mail _____

Day & Date of Event _____ Room Preference _____

Beginning Time _____ Estimated End Time _____ Estimated Attendance _____

Setup Time _____ Cleanup Time _____

Name of Event _____

Type of Event _____

Food Service: Full Refreshments only Snacks None

(Catering must be provided by Sodexho and arrangements can be made by calling extension 2550. Bringing outside food into the University Center is a serious offense please read room rental policies carefully)

TYPE OF ACTIVITY:

Banquet Recruitment Dance Movie Reception

Meeting Training Study Group Party Seminar

Lecture Leadership Performance Prom Other

Equipment needed: IF MORE THAN ONE PLEASE INDICATE

Tripod Screen(s) how many _____ Speaker how many _____ Round Table how many _____

Microphone(s) how many _____ DVD how many _____ 6ft Table how many _____

Overhead Projector how many _____ Easel how many _____ Chairs how many _____

Dolly/Carts how many _____ Podium how many _____ Data Projector how many _____

Sound Board how many _____ Stage how many _____ Laptop Computer how many _____

Beverage Cooler how many _____ VCR how many _____ Television how many _____

Other (please describe) _____

**** If decorations or a specific design layout will be used, please provide a description and plan for use on separate sheet of paper.**

I have read and understand the policy & guidelines regarding use of the University Center Facilities and agree, on behalf of the group I represent, to abide and be bound by them.

Signature of Contact Person _____

For Office use only: Responded by Email Telephone In person Date _____

Space(s) Assigned _____

QB Food Service Confirmed Yes N/A Invoice # _____

Customer ID _____ Student Affairs Initials & Date _____