

Student Organization Facilities Request

Student Organization:

Contact Person:

Phone #:

Email:

Event Description (speaker, movie, sale, etc...):

Title of event:

Date(s) of event:

Day of week:

Set-up time:

Actual Start Time:

End time:

Estimated Attendance:

Facilities Requested:

Student organizations are only allowed to reserve space in one building per day. Groups cannot reserve the Cafeteria or Cafeteria Patio if reserving the Commons, unless as a rain location. Space is first-come, first-serve.

_____ **Conference Center (B170)** – seats 350

_____ **Cafeteria (B177)** – seats 200

_____ **Commons Area (B182)**

_____ **Cafeteria Patio**

_____ **Student Life Area** – fits 3 tables

_____ **B166-167 Breakout-** seats 56 with tables

_____ **B168-169 –Breakout -** seats 20 with tables

_____ **Employee Dining Rm. -** seats 100 with tables

_____ **A240 Lecture Hall -** seats 72

_____ **Other:** _____

Alternative locations if space is not available: _____

Are you requesting food? Y/N (If yes, please fill out catering request form as well).

Room Arrangement: Rooms will be left as is, unless otherwise requested. Classroom furniture will not be re-arranged. Room arrangements refer mostly to the Commons or Break-Out Rooms.

**Breakout Rooms –
Tables & Chairs Setup:**

Scatter Square Classroom U-Shape Auditorium Style (Chairs only) Other:

Commons/Student Life Area/Patio

Tables & Chairs Needed:

Set-Up:

Other:

Audio/Visual Equipment: Circle your selection(s)

Screen

Microphone

Podium

Flip Chart

Overhead VCR/TV

Slide Projector

Computer Projector Computer Projector & Laptop

Internet Access

Phone

Other:

Additional Details: