

# Truman State University Spring 2019

## Classroom Request Form

SUB Suite 2000 Office phone: 660-785-4186

\*\*The Student Union Reservation Office will do our best to evaluate and assign space based on the information provided below. Occasionally, room and/or building substitutions are made due to space availability. You will receive a separate confirmation once the space

<b>Organization/Department Name:</b>	
<b>Contact Person Responsible:</b>	
<b>Contact Phone Number:</b>	<b>Contact E-mail:</b>
<b>Event Title:</b>	<b>Event Type:</b> <i>(film, lecture, meeting, workshop, etc.)</i>
<b>Estimated Attendance:</b>	
<b>Building/Room Preference:</b>	
<b>Beginning Time of Event (AM/PM):</b>	<b>Ending Time of Event (AM/PM) :</b>
<b>Special Event Notes:</b>	
*Please circle the dates needed below*	

January 2019						
Su	M	Tu	W	Th	Fr	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	Fr	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	Fr	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	Fr	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	Fr	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Classes Begin: Jan. 14**

MLK Day: Jan. 21

Spring Break: Mar. 9-17

Term Break: Apr. 22

Research Conference: Apr. 25

**Classes End: May 3**

Finals: May 6-10

**Unavailable**

For office use only:			
Date Taken	Date Entered	Who Entered?	Reservation #

## Building Policies

\*\*Please read and follow the rules and regulations below that pertain to your request. These comments will be added to your confirmation so that you can remain informed.\*\*

**All Classrooms:** Candles and open flames are NOT allowed in Truman facilities. Chairs must be returned to their normal classroom set up following your meeting. All other classroom equipment such as blinds, erasers, etc. must be left in working order. Food and drink are allowed in the classrooms. However, all trash must be removed from the room at the end of your event and no food or drinks should be placed on or near the console. The room should be clean when you leave and you must vacate the room as soon after your event ends as possible since another reservation may begin immediately following your scheduled time. Please check the room 15 minutes prior to your event time to see if it is unlocked or in use; if it is locked contact DPS to have the room unlocked.

**Magruder Hall:** To use the technology in Magruder, you must contact the ITS Help Desk at 660-785-4544 to request a training session with Julie Hanes. Do not unlatch or rearrange tables, disconnect the laptop in the computer console or move the front console for any reason.

**Pershing Hall:** (Dance Studio) Windows must be closed before you leave. Absolutely NO street shoes or tap shoes allowed in the Dance Studio. If canes are used they must have a RUBBER TIP on the end. No other objects are to be used which could potentially damage or mark the floor.

**Violette Hall:** No food or drink is allowed in VH1000. If you are requesting this room, you need to circle the equipment you need from the list below.

## Classroom Equipment

\*\*Please circle all necessary equipment from the lists below\*\*

Baldwin Hall Specific	BH 156 pull down screen	Little theatre computer console
Violette Hall Specific	VH Console    Microphone    Laptop Connections    Data Projector	Screen    Document Camera    Slide Projector    VCR    Computer
General Classrooms	TV/VCR/DVD	Classroom computer cabinet

**Audio/Visual Equipment Usage Policies:** Equipment in classrooms will be unlocked by DPS if you have included that information on your reservation request form through the Student Union Reservation office. Please be sure to **turn off** the projector, and **log off** when you are finished with the equipment. Please call DPS to lock the equipment cabinet before you leave.

**Agreement:** I agree to abide by all Truman State University policies to the best of my knowledge. Cancellations and changes to my reservations will be made 24 hours prior to my event date. Failure to follow policy may result in the loss of classroom reservation privileges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_