

# Truman State University Fall 2019

## Student Union Building Room 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 confirmation once the space is reserved, in your organization mailbox.** Please double-check it to assure all of your needs are met.\*\*

<b>Organization/Department Name:</b>	
<b>Contact Person Responsible:</b>	
<b>Contact Phone Number:</b>	<b>Contact E-mail:</b>
<b>Room Preference:</b>	
<b>Event Title:</b>	
<b>Estimated Attendance:</b>	<b>Early Access Needed At (AM/PM) :</b>
<b>Beginning Time of Event (AM/PM):</b>	<b>Ending Time of Event (AM/PM) :</b>
<b>Description of Event/Special Notes:</b>	

Please circle the date or dates of your request on the calendars provided below.

August 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

September 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					

October 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		

November 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

December 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				

January 2020						
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: Aug. 19, Labor Day: Sept. 2, Midterm Break: Oct.10-11**

**Thanksgiving Break: Nov. 25-29, Classes End: Dec. 6, Finals: Dec 9-13**

**Unavailable**

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

**\*\*PLEASE TURN OVER TO COMPLETE FORM\*\***

Please complete the details for your reservation below. The more information we have now, the better we can assist you in your event planning. If at any time you have any questions, please do not hesitate to contact us. We are honored that you have chosen to use the Student Union space and look forward to serving your event.

**General Set-up**

Circle one of our usual set ups, or write in a description below

Square

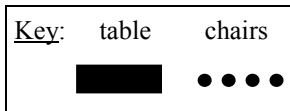
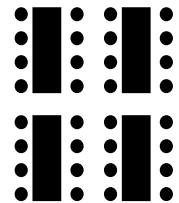
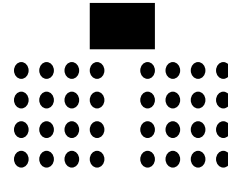
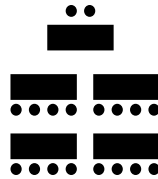
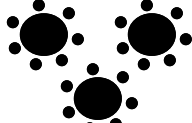
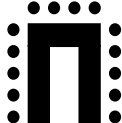
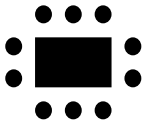
U-Shape

Rounds

Classroom

Theater

Buffet



**Other:** \_\_\_\_\_

\*\*Special set ups need to be coordinated with the Union Office\*\*

<input type="checkbox"/> Blu-Ray DVD Player	<input type="checkbox"/> Head Table for ( ) persons	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> Data Projector	<input type="checkbox"/> Laptop	<input type="checkbox"/> Refreshment Table
<input type="checkbox"/> Divider Partitions (include diagram for placement in room)	<input type="checkbox"/> Lectern (a.k.a. podium)	<input type="checkbox"/> Registration Table
<input type="checkbox"/> Easels # _____	<input type="checkbox"/> Microphone(s) # _____	<input type="checkbox"/> Stage (up to ten 4"x8" sections) (please include a diagram for placement in room)
<input type="checkbox"/> Extension Cord	<input type="checkbox"/> Piano	<input type="checkbox"/> Technology Assistance
<input type="checkbox"/> Flags (United States & Missouri)	<input type="checkbox"/> Pipe & Drape	<input type="checkbox"/> Television & VCR
	<input type="checkbox"/> Projection Table	<input type="checkbox"/> Whiteboard & Markers

**Step Three: Food Arrangements**

Do you plan on having any of the following at your event? (please check all that apply)

Refreshments \_\_\_\_\_

Served Meal \_\_\_\_\_

Buffet \_\_\_\_\_

Charges through Mainstreet \_\_\_\_\_

**No outside food can be brought in to the Union. All catered food must be coordinated with Sodexo Food Service at 660-785-4198.** Meals for groups of less 20 members require 3 day notification; groups with more than 20 members require one week notification prior to the event date.

**Please read through your confirmation entirely. Your organization will be responsible for understanding and abiding by all Student Union policies.**

**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 **48 hours** before my event to allow building personnel adequate time to prepare. Failure to comply with university policies may result in my organization's rights to reserve rooms. I understand that if my organization is more than **1 hour late**, the building staff will re-set the room for the next reservation.

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