

Student Union Building Room Request Form Truman State University Fall 2021

SUB 2000 Office phone: 660-785-4222

The Union & Involvement Services Office does their best to evaluate and assign space based on the information provided below. Occasionally, room and/or building substitutions are made due to space availability. **PLEASE NOTE: Complete both sides of the form in their entirety and make sure to sign and date the form. Unsigned requests can NOT be processed.**

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

Please circle the date(s) of your request on the calendars provided below.

| August 2021 | | | | | | |
|-------------|----|----|----|----|----|-----|
| 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 2021 | | | | | | |
|----------------|----|----|----|----|----|-----|
| 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 2021 | | | | | | |
|--------------|----|----|----|----|----|-----|
| 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 2021 | | | | | | |
|---------------|----|----|----|----|----|-----|
| 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 2021 | | | | | | |
|---------------|----|----|----|----|----|-----|
| 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. 23rd
 Labor Day: Sept. 6th
 Midterm Break: Oct. 14-15th
 Thanksgiving Break: Nov. 22-26th
Classes End: Dec. 10th
 Finals: Dec 13-17th

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

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