

# Student Recreation Center Room Request Form

## Truman State University Spring 2023

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 (Participants):

Estimated Attendance (Spectators):

Early Access Needed At (AM/PM) :

Beginning Time of Event (AM/PM):

Ending Time of Event (AM/PM) :

Special Event Notes:

Event Description:

January 2023						
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 2023						
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 2023						
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 2023						
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
31						

May 2023						
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			

MLK Jr. Day: January 16th  
 Spring Break: March 13th - 17th  
 Midterm Break: April 10th  
 SRC: April 27th  
 Finals: May 8th - 12th  
 Blacked out dates mean buildings are closed for holidays, breaks, ect.

For office use only:

Date Taken	Date Entered	Who Entered?	Reservation #

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

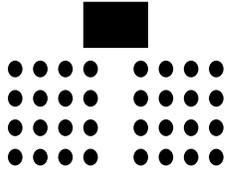
Please complete the details below for reservations in the Student Union Building.

### Conference Room Set-up

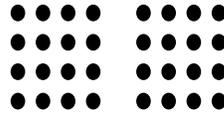
*Select one of our set ups.*

**SETUP ONLY APPLIES TO CONFERENCE ROOM!**

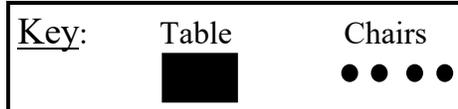
Theater w/ Head Table



Theatre without Head Table



Conference Table



**For Basketball Court Requests, Select Preferred Court :**

EAST      WEST      CENTER      ALL

**For Multipurpose Field, Select Preferred Side of Field:**

NORTH END      SOUTH END

**Please List Any Equipment Needed for your Event:**

### Food Arrangements

*Food may not be permitted in all areas and may be denied.*

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

Beverages

Food to be Served

Food to be Sold

**No outside food can be brought in to the Rec Center. All catered food must be coordinate with Sodexo at 660-785-4198. Meals for less than 20 members require 3 day notification. Groups with more than 20 members require one week notification prior to the event date.**

Your organization will be responsible for understanding and abiding by all Student Rec Center policies.

**Agreement:** I agree to abide by all Truman State University Policies to the best of my knowledge. Cancellations and changes to my reservation 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 room. I understand that if my organization is more than **1 hour late**, the building staff will re-set the room for the next reservation.

**Reservation Requests can NOT be processed without a date and signature.**

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