



Spring 2023

## Room Lottery Information Packet

When: Monday, November 7th (8:30am) -  
Friday, November 11th (5pm)

Where: Union & Involvement Services Email  
([union@truman.edu](mailto:union@truman.edu))

Who: Student Organizations/Offices/Departments at  
Truman State University

Why: *Submitting your request for Spring meeting spaces through the lottery will give you a better chance of securing the rooms and dates you want, but it does not guarantee first choice.*

# SPRING 2023 LOTTERY INFORMATION

All request forms must be **emailed** in between 8:30 am Monday, November 7th through Friday, November 11th at 5pm.

## ROOM RESERVATION PROCESS

- **WE USE A LOTTERY SYSTEM** to assign rooms according to size of group to ensure that all have an equal opportunity to receive an event space. Our priority system is as follows:
  - Priority 1:** Campus-wide events (such as Homecoming, Career Fairs, University Planning Day, Visit Days, Board of Governors Meetings, etc.)
  - Priority 2:** Student organization large one-time events and weekly meetings
  - Priority 3:** University departments and offices
  - Priority 4:** External Client Events (Banquets, workshops, meetings, etc.)
- **ALL POLICIES, CHARTS, AND FORMS WILL BE AVAILABLE** on our website for emailing beginning **Monday, November 7th at 8:30am:** <https://union.truman.edu/room-lottery-forms>

## REQUEST FORMS & INFORMATION

*Based on the information you provide on our form, we will assign a room that maximizes efficiency for all groups.*

- Please fill out the Spring 2023 lottery request form(s).
- If you are meeting every week or every other week— indicate the dates you need. **\*\*If your group meets twice weekly (i.e. Tuesday's and Thursday's) please submit a separate form for each day, as we separate these in two categories, Main Meetings and Secondary Meetings. If you have a special event (such as a workshop or conference), which lasts more than one day (i.e., Friday & Saturday), please circle those dates on one form. This will be considered a one-time special event. Your event will have a better chance of being drawn as a single event, and not as two one-time events.**
- Submit your request(s) to the Union & Involvement Services Office from 8:30 am on Monday, **November 7th** until 5 PM on Friday, **November 11th**. Anything received after Friday, November 11th at 5pm will be processed on a first come first serve basis.
- **PLEASE NOTE:** We **cannot** take requests for **residence hall spaces** at this time; spaces may be reserved no sooner than 2 week before an event. Additionally, we **cannot** take requests for **publicity tables** at this time.
- Not all buildings on campus have the same hours. If you are concerned your reservation may interfere with building hours or have questions, please contact our office for more information.
- **The Student Union reserves the right to put your event in the best space in order to accommodate all needs.**
- **Study Space/tutoring requests guidelines are as follows: 1 day per week, in 1 room within 1 building for no more than a 2 hour period.**

## WHAT HAPPENS NEXT?

- The Student Union staff will enter requests based on the usage policies and how events fit best in the building. Usage policies for event spaces can be found at <https://union.truman.edu/room-lottery-forms>
- Requests will be categorized by priority and size of group, then drawn at random and assigned to rooms with capacities matching the size of group.
- Any request received after the lottery will be handled on a first-come, first-served basis after lottery assignments have been processed.
- All confirmations will be sent via email prior to the beginning of the Spring 2023 semester.
- **PLEASE NOTE:** You will not be able to submit Spring requests via Virtual EMS until all lottery requests have been processed.
- *Please read and review your confirmations carefully. And visit <https://union.truman.edu/policies/> for our building policies*

**ANY QUESTIONS?** Contact the Union & Involvement Services Office at 660-785-4222, [union@truman.edu](mailto:union@truman.edu), or stop by our office, SUB 2000 inside the Hub.

**Please keep in mind these  
scheduled campus events  
while your organization  
makes plans for the Spring  
2023 semester:**

**Spring Semester 2023 Dates:**

January:

January 16th ..... MLK Jr. Holiday  
January 17th ..... First Day of Classes

March:

March 13th-17th..... Spring Break

April:

April 10th ..... Term Break  
April 27th ..... Student Research Conference

May:

May 5th ..... Last Day of Classes  
May 8th ..... First Day of Finals  
May 10th ..... Reading Day  
May 12th ..... Finals Conclude  
May 13th ..... Commencement

# Student Union Usage Policies



*The Student Union is available for use by recognized student organizations, university departments, and offices. The Student Union is also available on a limited basis for private events for a specific fee.*

- Reservation Policies:
  - All events must be scheduled and confirmed by the Union & Involvement Services Office no later than noon the business day prior to an event occurring. Requests received later than noon (12 PM) the business day before will be denied, and staff will assist you in finding an alternative date.
  - When making an indoor request please expect up to a 72 business hour delay for processing and appropriate approvals (if applicable).
  - When making an outdoor request please allow to 10 business days for processing and approval from all applicable departments.
  - Changes to your reservations must be emailed to [union@truman.edu](mailto:union@truman.edu) within 48 business hours prior to your event.
  - Events must end no later than ½ hour to an hour prior to regular closing building hours (depends on set up needs for the following day). Please allow time for gathering belongings, etc. when planning your event's ending time.
  - **CANCELLATIONS:** If your event is cancelled, email [Union@truman.edu](mailto:Union@truman.edu) or visit the main office in SUB 2000 to cancel appropriately. Cancellations must be made within 48 business hours prior to your event.
  - **NO-SHOW:** If your organization fails to arrive (up to an hour late), your reservation will be called a “no-show” and the room will be reset for the next reservation in that room. This will be recorded, and your organization will be contacted. A second “no-show” may result in loss of reservation privileges.
  - Vacate your reserved room as soon as possible or right when your event is scheduled to conclude, as another group may be scheduled following your departure.
- In Room Policies:
  - UNION PERSONNEL ONLY should move furniture and equipment. This is for safety considerations as well as to prevent possible damage. If damage is to occur from a patron moving furniture or equipment on their own, the cost of repair or replacement may be assessed. Set-up arrangements should be made in advance by emailing [union@truman.edu](mailto:union@truman.edu). If your room is not set as expected, please contact the building manager at 660-341-8697.
  - No substances are to be brought into the Union that may cause a health or fire hazard (ex: straw).
  - Candles/open flames are not allowed in Truman facilities. Smoking is prohibited.
  - Dispose of litter and be sure the room is neat following any scheduled event.
  - Tacks, nails, tape, or alternative adhesives ARE NOT be used in the Union on walls, woodwork, windows, doors, etc. Easels or portable walls may be checked out in the U&I Office for displaying items.
    - Painting is only permitted in the Down Under, and clients will be assessed a fee for Union staff to set up and tear down floor protective equipment.
- All food provided during events at the Student Union must be provided via Sodexo unless a waiver has been obtained and is on file with U&I. If a waiver has been obtained, It needs to be communicated to [union@truman.edu](mailto:union@truman.edu). For questions, please consult [CaterTrax](#) for more information.

## Student Union Usage Policies

- No animals in the building, with the exception of service animals.
  - Technical assistance for events and A/V equipment in rooms must be requested and discussed with Union staff prior to event date. Some services may require a technician to be on site which would be accessed appropriate fees. Union staff may not be able to accommodate last-minute requests.
  - No bicycles, scooters, skateboards, roller-skates, or rollerblades are allowed to be used in the building.
- FAILURE TO FOLLOW GUIDELINES MAY RESULT IN LOSS OF RESERVATION PRIVILEGES**

## Student Union Room Capacities

Room:

Set Up:

	Installed Equipment	Blood Drive	Buffet w/8' tables & buffet line	Buffet w/6' tables & buffet line	Circle of Chairs	Classroom w/head tables	Clear	Interview	Buffet w/rounds 7 per table	Served Meal w/rounds - 7 per table	Reception	Square	Testing	Theatre w/head tables	U-Shape
Activities	Proj/Screen/Sound	*	200	*	90	96	300	Requires Diagram	140	140	150	56	40	260	44
Alumni	Screen	*	96	*	40	40	100	Requires Diagram	Buffet w/rounds 7 per table (8) 56	Served meal w/rounds 7 per table (10) 70	100	40	20	100	32
Conference	Projector/Screen	*	*	*	20	24	80	Requires Diagram	*	*	50	40	12	50	30
Down Under	Proj/Screen/Sound	*	*	90	25	51	100	Requires Diagram	105	105	50	40	34	100	21
Georgian Room "A"	Proj/Screen/Sound	*	64	*	40	40	100	Requires Diagram	40	70	100	40	20	100	32
Georgian Room "B"	Proj/Screen/Sound	*	192	*	60	144	200	Requires Diagram	90	140	200	48	37	200	30
Georgian Room "C"	Proj/Screen/Sound	*	64	*	40	40	100	Requires Diagram	40	70	100	40	20	100	32
Georgian Combo Room (ABC)	Proj/Screen/Sound	100	192	*	*	160	400	*	238 (34 x7)	301 (43x7)	400	*	80	400	*
The Hub <i>(by special permission of SUB Assistant director ONLY)</i>	*	*	*	*	*	*	*	*	*	*	300	*	*	*	*
Meeting Room 3201	Projector/Screen	*	*	*	20	20	30	4	*	*	25	20	10	30	15
Meeting Room 3202	Projector/Screen	*	*	*	30	20	30	4	*	*	40	25	10	30	20
Meeting Room 3203	Projector/Screen	*	*	*	20	20	30	4	*	*	25	20	10	30	15
Meeting Room 3204	Projector/Screen	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Mainstreet Market	*	*	*	*	*	*	*	*	220 <i>(for Showcase Days Only)</i>	*	*	*	*	*	*

Key:

\* = not available

## Spring 2023 CLASSROOM RELEASE TO THE SUB

### Baldwin Hall

Room	Capacity	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
102	136	after 5:00pm	all day	all day				
114	56	after 5:00pm	all day	all day				
201	30	after 5:00pm	all day	all day				
212	35	after 5:00pm	all day	all day				
219	28	after 5:00pm	all day	all day				
241	28	dept use	dept use	dept use	dept. use	after 6:00	all day	all day
251	28	dept. use	dept. use	dept. use	dept. use	after 6:00	all day	all day
256	28	dept use	dept. use	dept. use	dept. use	after 6:00	all day	all day
257	12	after 6:00	after 6:00	dept. use	after 6:00	after 6:00	all day	all day
301	28	after 6:00	all day	all day				
302	28	after 6:00	all day	all day				
303	20	after 6:00	all day	all day				
304	28	after 6:00	all day	all day				
305	28	dept. use	dept use	after 6:00	after 6:00	after 6:00	all day	all day
307	20	after 6:00	all day	all day				

### Barnett Hall

Room	Capacity	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
2224	33	after 5:00pm	all day	all day				
2225	36	after 5:00pm	all day	all day				
2226	38	after 5:00pm	all day	all day				
2227	31	after 6:00pm	all day	all day				

### Magruder Hall

Room	Capacity	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1000	72	after 5:00pm	all day	all day				
1090	60	after 5:00pm	all day	all day				
1094	24	after 5:00pm	all day	all day				
1096	50	after 5:00pm	all day	all day				
1099	24	after 5:00pm	all day	all day				
2001	124	after 5:00pm	all day	all day				
2007	28	after 5:00pm	all day	all day				

2050	50	after 5:00pm	all day	all day				
2078	27	after 5:00pm	all day	all day				
2090	50	after 5:00pm	all day	all day				

### McClain Hall

Room	Capacity	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
208	40	after 5:00pm	all day	all day				
209	45	after 5:00pm	all day	all day				
210	45	after 5:00pm	all day	all day				

### Ophelia Parrish

Room	Capacity	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
2117	40	after 6:00	all day	all day				
2121	40	after 6:00	all day	all day				

### Pershing Building

Room	Capacity	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
225	25	after 6:00 pm	all day	all day				
233	35	after 6:00 pm	all day	all day				
234	32	after 6:00 pm	all day	all day				

### Violette Hall

Room	Capacity	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1000	220	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	all day	all day
1010	84	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	all day	all day
1140	32	after 6:00	after 6:00	after 6:00	after 6:00	after 6:00	all day	all day
1144	31	after 6:00	after 6:00	after 6:00	after 6:00	after 6:00	all day	all day
1146	36	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	all day	all day
1148	39	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	all day	all day
1204	34	dept use	dept use	dept use	dept use	after 5:00pm	all day	all day
1208	38	dept use	dept use	dept use	dept use	after 5:00pm	all day	all day
1212	43	dept use	dept use	dept use	dept use	after 5:00pm	all day	all day
1236	50	after 5:00pm	after 5:00 pm	after 5:00 pm	after 5:00 pm	after 5:00 pm	all day	all day
1324	30	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	all day	all day
1332	35	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	all day	all day
1328	40	dept use	dept use	dept use	dept use	after 5:00pm	all day	all day
1404	35	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	after 5:00pm	all day	all day



# Student Union Building 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:**

**Early Access Needed At (AM/PM) :**

**Beginning Time of Event (AM/PM):**

**Ending Time of Event (AM/PM) :**

**Special Event Notes:**

**Event Description:**

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

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	19
21	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 #

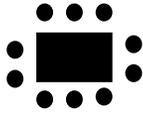
**\*\*PLEASE TURN OVER TO COMPLETE FORM\*\***

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

### General Set-up

Select one of our usual set ups, write in a description below or attach preferred diagram

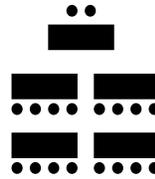
Square



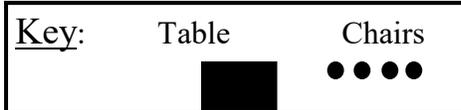
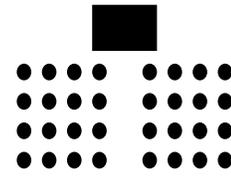
U-Shape



Classroom



Theater



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

\*\*Special set ups need to be coordinated with a Client Manager\*\*

### Note: Due to COVID-19, not all equipment is available

<input type="checkbox"/> Head Table for (    ) persons	<input type="checkbox"/> Projection Screen	<input type="checkbox"/> Refreshment Table
<input type="checkbox"/> Power strip	<input type="checkbox"/> Laptop & cart	<input type="checkbox"/> Registration Table
<input type="checkbox"/> Data Projector	<input type="checkbox"/> Lectern (a.k.a. podium)	<input type="checkbox"/> Display table
<input type="checkbox"/> Divider Partitions <small>(include diagram for placement in room)</small>	<input type="checkbox"/> Microphone(s) # _____	<input type="checkbox"/> Stage (up to ten 4"x8" sections) <small>(include diagram for placement in room)</small>
<input type="checkbox"/> Easels # _____	<input type="checkbox"/> Piano	<input type="checkbox"/> Whiteboard & Markers
<input type="checkbox"/> Extension Cord	<input type="checkbox"/> Pipe & Drape	<input type="checkbox"/> O Flags (USA & MO)

### Food Arrangements

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

Refreshments

Served Meal

Through Mainstreet Market

Buffet

**No outside food can be brought in to the Union. All catered food must be coordinated 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 Union 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: \_\_\_\_\_

# Classroom 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.**

<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>	
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 check the date(s) of your request on the calendars provided below.

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			

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 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\*\***

## 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.\*\****

**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. No food or drinks next to computer consoles.

**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 and VH1010.

**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.

**Audio/Visual Equipment Usage Policies:** You will have access to use the technology within the room (computer console, classroom tv, classroom computer cabinet, etc.). It is your responsibility to **turn off** the projector, and **log off** when you are finished with the equipment. Failure to do so may result in damage to the equipment and a fee or suspension of your right to reserve space on campus.

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

# OUTDOOR SPACE REQUESTS

## OUTDOOR SPACES YOU CAN REQUEST IN THE LOTTERY:

For information about which outdoor spaces are reservable, please see the map on the back of this page. Spaces are subject to change.

## RESERVATION PROCESS AND INFORMATION:

ALL REQUESTS MUST BE SUBMITTED ON VIRTUAL FORMS NO EARLIER THAN **November 7th at 8:30am**.

- Fill out the outdoor space request form, which can be found online at [union.truman.edu/room-lottery-forms](http://union.truman.edu/room-lottery-forms). Please be specific on which location you would like to reserve by indicating its location on the map on the back of the form and writing the location in the designated field.
- The outdoor map is on the reverse side of this document in order to familiarize you with it.
- All outdoor space reservations **require a detailed event description** and must list their organization advisor's name and email address (*this must be a Truman faculty or staff member*).
- Email the form to our office between **Monday, November 7th at 8:30am through Friday, November 11th at 5pm, for priority consideration**.
- Anything turned in after 8:30am on November 7th will be processed on a first-come, first-served basis AFTER all lottery requests have been processed.
- **All tables, chairs & trashcans for outdoor events** need to be ordered through Physical Plant (660-785-4200) located at **GS206**, or you can download a form: <http://physicalplant.truman.edu/services/special-event-support/request-forms/>
- Sound equipment may be used on the **Student Union Mall, Student Union Lawn, Quad, Red Barn, and Sunken Gardens** at a reasonable volume. Music cannot be played near the Library and/or classroom buildings. If need be, make sure to reserve a space with access to electricity.
- Only some outdoor spaces have access to electricity. Electrical outlets are located on **the lamp post in Quad section C/D/E, behind the Joseph Baldwin statue, the BH/PML triangle and, Red Barn Park**. Extension cords cannot be run across sidewalks.
- Activities on the mall must not impede the flow of traffic to and from the various buildings situated around the mall. If an organizational activity blocks or impedes the flow of traffic, groups may be asked to leave or relocate.

## CONFIRMATIONS:

- Lottery request confirmations will be sent electronically as soon as possible.
- All outdoor space requests must be approved by DPS, Physical Plant and your organization's on campus advisor. Your request will remain "pending" until we receive all the proper approvals.
- Your space will be held during this confirmation process but you cannot use the space until you receive a full confirmation

# Outdoor Space Request Form Truman State University

Office phone: 660-785-4222 Fax: 660-785-4264

Completion of this form represents the beginning of the reservation process. Upon receiving this form, the Student Union staff will coordinate discussions with appropriate entities to address any concerns they may have about your event. Additional insurance may be required for your event as well (i.e. 5k's, larger events) Incomplete information below will result in delays and potentially not allow for a reservation to occur. If you have any questions, please do not hesitate to contact the Outdoor Reservation Coordinator directly by email at [union@truman.edu](mailto:union@truman.edu). We look forward to helping you plan this event.

**Request must be submitted at least 10 business days before the event  
Unsigned requests can NOT be processed.**

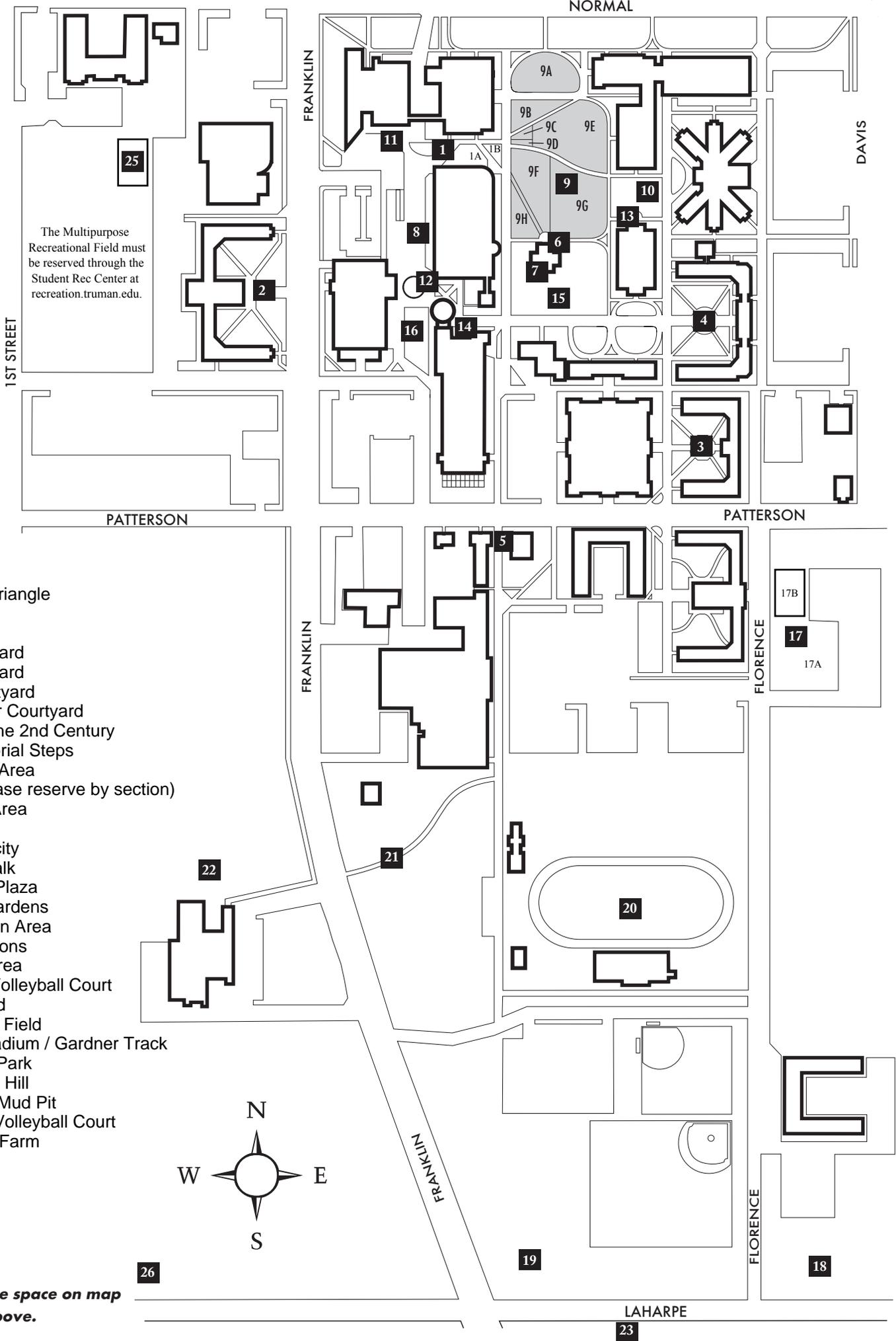
**Agreement:** I will abide by all pertinent Truman State University policies to the best of my knowledge. Please notify our office of any cancellations or changes to this reservation once it has been confirmed.

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

<b>Organization / Dept. Name:</b>			
<b>Person Responsible:</b>			
<b>Contact Phone Number:</b>		<b>Contact E-Mail:</b>	
<b>Event Title:</b>			
<b>Event Type:</b> <i>(publicity table, fundraiser, BBQ, festival, athletic game, practice, etc.)</i>			
<b>Estimated Attendance (at one time):</b>			
<b>Starting Time:</b>	<b>AM/PM</b>	<b>Ending Time:</b>	<b>AM/PM</b>
<b>Date(s) of Event: *Must be submitted at least 10 days out*</b>			
<b>Requested Location (see map on back of form):</b>			
<b>Will this event have any sound amplification?</b>		<b>Open flame? (describe)</b>	
<b>Will this activity need electricity?</b> <i>Electrical outlets are located on the lamp post in section C/D/E, behind the Joseph Baldwin statue, and in the BH/PML triangle. Extension cords should not be run across sidewalks.</i>			
<b>Organization Advisor's name:</b>		<b>E-mail:</b>	
Please provide a <b>COMPLETE</b> description of your event below:			

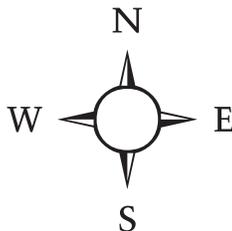
Date Taken	Date Entered	Who Entered?	Reservation #

# CAMPUS



**Location:**

- 1 BH/PML Triangle
  - A: West
  - B: East
- 2 CH Courtyard
- 3 DH Courtyard
- 4 BNB Courtyard
- 5 Grim-Adair Courtyard
- 6 Flame to the 2nd Century
- 7 Kirk Memorial Steps
- 8 Mall Brick Area
- 9 Quad (please reserve by section)
- 10 Bell Wall Area
- 11 MC Mall
- 12 Mall Publicity
- 13 KB Sidewalk
- 14 MG Brick Plaza
- 15 Sunken Gardens
- 16 Union Lawn Area
- 17 RH Commons
  - A: BBQ Area
  - B: Sand Volleyball Court
- 18 South Field
- 19 Southwest Field
- 20 Stokes Stadium / Gardner Track
- 21 Red Barn Park
- 22 BT Grassy Hill
- 23 Volleyball Mud Pit
- 25 CH Sand Volleyball Court
- 26 University Farm



**Please indicate space on map if not listed above.**

# MALL RESERVATION FORM

Location Requested (please see map on back): \_\_\_\_\_

Date Requested: \_\_\_\_\_ Maximum number of people anticipated at one time: \_\_\_\_\_

Name of organization/department: \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

Hours requested: \_\_\_\_\_ to \_\_\_\_\_ <Please enter your time in hh:mm tt format where tt is am/pm

**Tables must be ordered through Physical Plant for all areas. 660-785-4200, or you may go on-line. See information below**

Will music be played\*\*: No \_\_\_\_\_ Yes \_\_\_\_\_

\* The name of the organization must be clearly displayed at the table.

**\*All tables for outdoor events** need to be ordered through Physical Plant, 785-4200, located in General Services, or go on-line to download a form: <http://physicalplant.truman.edu/requestForms/table-chair-frm.htm>. **Tables must be placed on brick or concrete areas only and not on grass.**

\*\*Sound equipment may be used Monday-Friday from 11 a.m. - 2 p.m. and from 5 p.m. - 10 p.m. at all locations. Music may also be played on Saturday and Sunday from 11 a.m. to 10 p.m. **Groups must provide their own equipment.**

\*Sound must be kept at a low level so as not to be heard from 50 or more feet away. The volume must not interfere with persons using other mall spaces, campus facilities, offices, and departments or disrupt any classes.

\*Our policy is to issue two warnings per day for noise violations. If there is a third violation, the organization will be asked to vacate and privileges for mall reservations will be revoked for the remainder of the day and the organization will be reported to OCCS.

\*If your scheduled date conflicts with an activity taking place in the Student Union (such as testing or a large meeting), the Student Union reserves the right to ask your organization to reschedule or turn music off because of potential noise disturbance.

\*Activities on the mall must not impede the flow of traffic to and from the various buildings situated around the mall, obstruct pathways or block doors. If an organizational activity blocks or impedes the flow of traffic, groups may be asked to leave or relocated their activity.

\*Reservations for Mall space are limited to one space per organization per day, with exceptions made by the Asst. Director of Union & Involvement Services.

\*Events requesting the use of grills or open flames are subject to approval from the Asst. Director of Union & Involvement Services and will not be permitted in all areas.

\*Food service must be provided by Sodexo for Mall locations, except Mall Brick Area B1 & B2 and McClain/Baldwin Mall.

\*Access to power is at the following locations: Music on the Mall A3 & A4, Mall Brick Area B1 & B2, and McClain/ Baldwin Mall

\*Use of the Student Union Lawn & Fountain Platform are subject to approval from the Asst. Director of Union & Involvement Services.

I, the undersigned, have read and understand the above conditions regarding Student Union and McClain Mall reservations. I also understand the sound restrictions and agree to abide by all requirements for reserving these areas. I also understand that these policies are subject to change by Union & involvement Services to best serve the campus community.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Organization)

\_\_\_\_\_  
(Date)

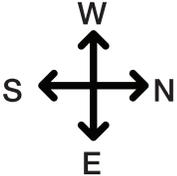
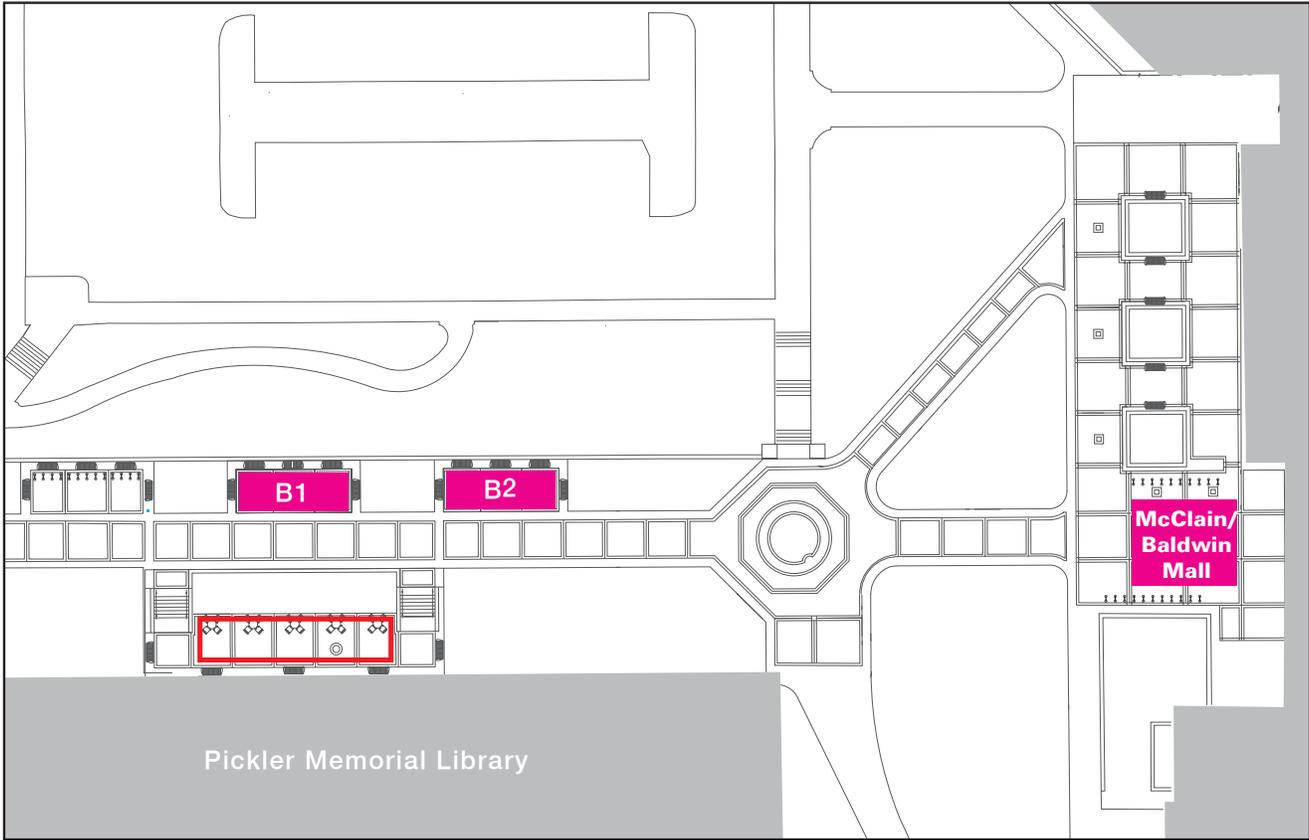
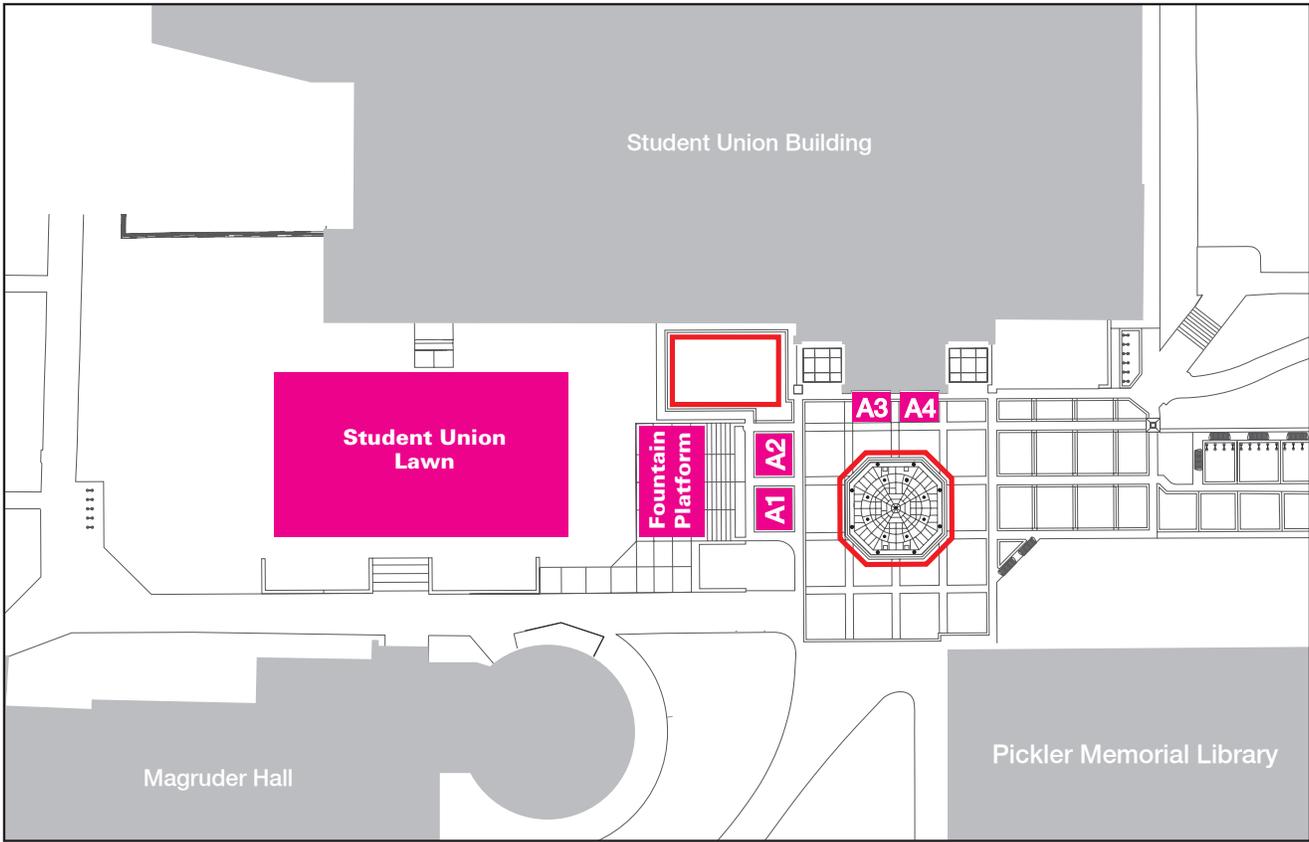
\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
(E-mail address)

\_\_\_\_\_  
(Signature)

Date Taken	Date Entered	Who Entered	Reservation Number

# MALL RESERVATION FORM



**KEY:**  
 Music on the Mall: A1, A2, A3, A4  
 Mall Brick Area: B1, B2

**Access to Power:**

- Music on the Mall A3 & A4
- Mall Brick Area B1 & B2
- McClain/Baldwin Hall

# 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\*\***

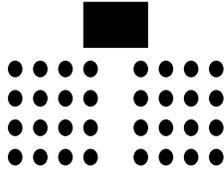
Please complete the details below for reservations in the Student Union Building.

### Conference Room Set-up

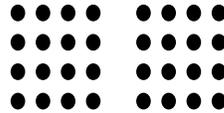
*Select one of our set ups.*

**SETUP ONLY APPLIES TO CONFERENCE ROOM!**

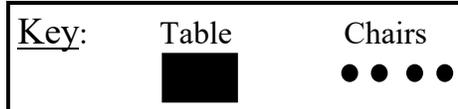
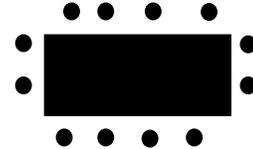
Theater w/ Head Table



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. Cancelations 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: \_\_\_\_\_