

Student Recreation Center Room Request Form

Truman State University Fall 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:

August 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		

September 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

October 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				

November 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		

December 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

Labor Day: September 4

Term Break: October 12-13

Homecoming: October 16-21

Thanksgiving: November 20-24

Finals: December 11-15

Blacked-out dates mean buildings are closed for holidays, breaks, etc.

For office use only:

Date Taken	Date Entered	Who Entered?	Reservation #

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

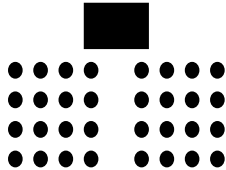
Please complete the details below for reservations in the Student Union Building.

Conference Room Set-up

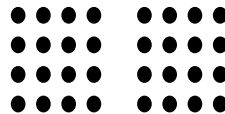
Select one of our set ups.

SETUP ONLY APPLIES TO CONFERENCE ROOM!

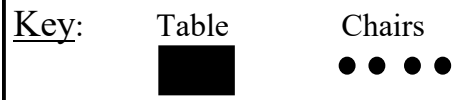
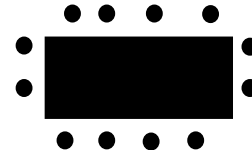
Theater w/ Head Table



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: _____