

# Classroom Request Form

## Truman State University Spring 2024

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: <small>^enter time in hh:mm tt where tt is am/pm</small> |

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

| January 2024 |    |    |    |    |    |     |
|--------------|----|----|----|----|----|-----|
| 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 2024 |    |    |    |    |    |     |
|---------------|----|----|----|----|----|-----|
| 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 |    |     |

| March 2024 |    |    |    |    |    |     |
|------------|----|----|----|----|----|-----|
| 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 2024 |    |    |    |    |    |     |
|------------|----|----|----|----|----|-----|
| 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 |    |    |    |     |

| May 2024 |    |    |    |    |    |     |
|----------|----|----|----|----|----|-----|
| 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: Jan. 11**

MLK jr. Day: Jan. 15

Spring Break: Mar.

11-15 Term Break: Apr.

1 Student Research

Conference: Apr. 18

**Classes End: May 3**

Finals: May 6-7

*Blacked-out days are federal or university holidays, business, etc.*

| 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.\*\****

**Baldwin Hall:** No food or drink is allowed in BH102 (Baldwin Little Theater)

**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.

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