

# Student Recreation Center Room 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.**

**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 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\*\***

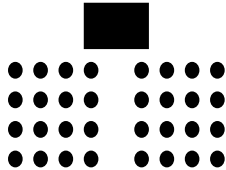
Please complete the details below for reservations in the Student Union Building.

### Conference Room Set-up

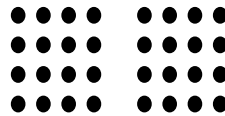
*Select one of our set ups.*

**SETUP ONLY APPLIES TO CONFERENCE ROOM!**

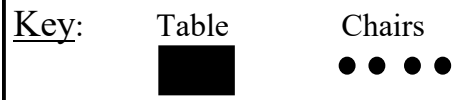
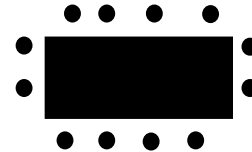
Theater w/ Head Table



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. Food is only permitted in the lobby and multipurpose room.**

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: \_\_\_\_\_