

Student Union Building 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:

Early Access Needed At (AM/PM) :

Beginning Time of Event (AM/PM):

Ending Time of Event (AM/PM) :

Special Event Notes:

Event Description: ^enter time in hh:mm tt where tt is am/pm

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

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

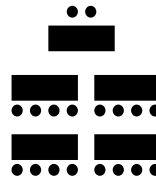
Square



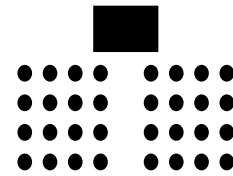
U-Shape



Classroom



Theater



Key:

Table

Chairs



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 (include diagram for placement in room)	<input type="checkbox"/> Microphone(s) # _____	<input type="checkbox"/> Stage (up to ten 4"x8" sections) (include diagram for placement in room)
<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 660-785-4197. 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: _____