

# Student Union Building Room Request Form

## Truman State University Fall 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:**

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

August 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

September 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					

October 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		

November 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

December 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: Aug. 19th**

**Labor Day: Sep. 2nd**

**Mid Term Break: Oct. 10th-11th**

**Homecoming: Oct. 21st-26th**

**Thanksgiving Break: Nov. 25th-29th**

**Finals: Dec. 9th-13th**

*Shaded dates mean University is closed for holidays, breaks, etc.*

**For office use only:**

Date Taken	Date Entered	Who Entered?	Reservation #

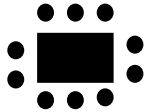
**\*\*PLEASE TURN OVER TO COMPLETE FORM\*\***

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

## General Set-up

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

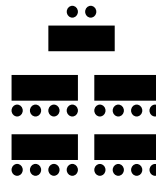
**Square**



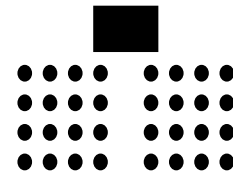
**U-Shape**



**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 may be available**

Data Projector	Lectern (a. k. a. podium)	Registration Table
Divider Partitions (include diagram for placement in room)	Microphone(s) # _____	Stage (up to ten 4"x8" sections) (include diagram for placement in room)
Easels # _____	Piano	Whiteboard & Markers
Extension Cord	Pipe and Drape	Flags (USA & MO)
Power Strip _____	Display Table	
Head Table For ( ____ ) persons	Projection Screen	
Laptop & Cart	Refreshment Table	

## Food Arrangements

Do you plan on having any of the following at your event? (please check 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: \_\_\_\_\_