

Student Recreation Center Room Request Form Truman State University Fall 2025

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 Email:	
Room Preference:		
Event Title:		
Estimated Participants:	Estimated Spectators:	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. Shaded dates mean the university is closed for holidays, breaks, etc.

August 2025						
Su	M	Tu	W	Th	F	Sa
					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 2025						
Su	M	Tu	W	Th	F	Sa
	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 2025						
Su	M	Tu	W	Th	F	Sa
			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 2025						
Su	M	Tu	W	Th	F	Sa
						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 2025						
Su	M	Tu	W	Th	F	Sa
	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. 18th
Labor Day: Sept. 1st
Mid Term Break: Oct. 9th-10th
Homecoming: Oct. 18th
Thanksgiving Break: Nov. 24th-28th
Finals: Dec. 8th-12th

For office use only:			
Date Taken	Date Entered	Who Entered?	Reservation #

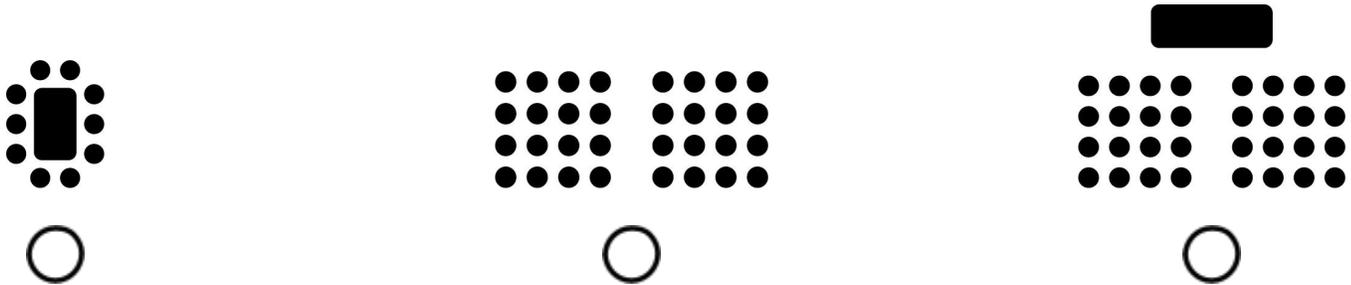
****PLEASE TURN OVER TO COMPLETE FORM****

Please complete the details below for reservations in the Student Recreation Center.

Conference Room Setup

Select one of our setups. *SETUP ONLY APPLIES TO CONFERENCE ROOM!*

Conference Table	Theater w/o Head Table	Theater w/ Head Table
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Key:	Table	Chairs

For Basketball Court Requests, Select Preferred Court:	For Multipurpose Field, Select Preferred Side of Field:
<input type="radio"/> East <input type="radio"/> West <input type="radio"/> Center <input type="radio"/> All	<input type="radio"/> North End <input type="radio"/> South End

Please List Any Equipment Needed for your Event:

Food Arrangements

Food may not be permitted in all areas and may be denied.

<input type="checkbox"/> Beverages	<input type="checkbox"/> Food to be Served	<input type="checkbox"/> Food to be Sold
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No outside food can be brought into the Rec Center. All catered food must be coordinated with Sodexo at 660-785-4197. 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 rooms. I understand that if my organization is more than **1 hour late**, the building staff will reset the room for the next reservation.

Reservation Requests can NOT be processed without a date and signature.

Signature: _____

Date: _____