

Student Union Building Room Request Form

Truman State University Spring 2026

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 CANNOT be processed.**

Organization/Department Name:	
Contact Person Responsible:	
Contact Phone Number:	Contact Email:
Room Preference:	
Event Title:	
Estimated Attendance:	Early Access Needed at (AM/PM):
Beginning Time of Event (AM/PM):	Ending Time of Event:
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.

January 2026						
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

February 2026						
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

March 2026						
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				

April 2026						
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		

May 2026						
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: Jan. 12th

Martin Luther King Jr. Day: Jan. 19th

Spring Break: Mar. 9th-13th

Term Break: Apr. 6th

Student Research Conference: April 16th

Finals: May 4th-8th

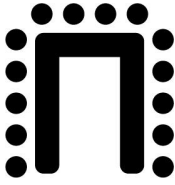
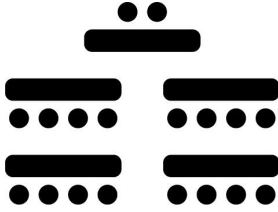
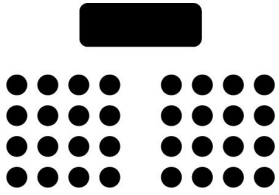
For office use only:			
Date Taken	Date Entered	Who Entered?	Reservation #

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

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

General Setup

Circle one of our usual setups, write in a description below or attach a preferred diagram.

Square	U-Shape	Classroom	Theater
			
			

Key:	Table 	Chairs 
------	---	--

Other: _____

****Special setups 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 & 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 into 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 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: _____