

Classroom Request Form

Truman State University Fall 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 (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 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					

September 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			

October 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

November 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					

December 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: Aug. 17
Labor Day: Sep. 7
Midterm Break: Oct. 8-9
Homecoming: Oct. 24
Thanksgiving Break: Nov. 23-27
Finals: Dec. 7-11

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

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

Building Policies

*****Please read and follow the rules and regulations below that pertain to your request.
These comments will be added to your confirmation so that you can remain informed.*****

Magruder Hall: To use the technology in Magruder, you must contact the ITS Help Desk at 660-785-4544 to request a training session with Julie Hanes. Do not unlatch or rearrange tables, disconnect the laptop in the computer console or move the front console for any reason. No food or drinks next to the computer consoles. No Painting is allowed. The room should be clean when you leave.

Pershing Hall: (Dance Studio) Windows must be closed before you leave. Absolutely NO street shoes or tap shoes allowed in the Dance Studio. If canes are used they must have a RUBBER TIP on the end. No other objects are to be used which could potentially damage or mark the floor.

Violette Hall: No food or drink is allowed in VH1000 and VH1010.

Baldwin Hall: No food or drink is allowed in BH 102.

All Classrooms: Candles and open flames are NOT allowed in Truman facilities. Chairs must be returned to their normal classroom setup following your meeting. All other classroom equipment such as blinds, erasers, etc. must be left in working order. Food and drink are allowed in the classrooms. However, all trash must be removed from the room at the end of your event and no food or drinks should be placed on or near the console. The room should be clean when you leave and you must vacate the room as soon after your event ends as possible since another reservation may begin immediately following your scheduled time. Please check the room 15 minutes prior to your event time to see if it is unlocked or in use; if it is locked contact DPS to have the room unlocked.

Audio/Visual Equipment Usage Policies: You will have access to use the technology within the room (computer console, classroom tv, classroom computer cabinet, etc.). It is your responsibility to **turn off** the projector, and **log off** when you are finished with the equipment. Failure to do so may result in damage to the equipment and a fee or suspension of your right to reserve space on campus.

Agreement: I agree to abide by all Truman State University policies to the best of my knowledge.
Cancellations and changes to my reservations will be made 24 hours prior to my event date.
Failure to follow policy may result in the loss of classroom reservation privileges.

Signature: _____

Date: _____



Facility Usage Guidelines and Agreements

Specific rooms on campus require usage agreements to be signed and returned to the Union and Involvement (U&I) Services Offices (unless otherwise stated) once an academic year by any group using the space. Once a usage agreement has been submitted for the year, the organization or department is permitted to reserve the space without turning in a new agreement per event. The Union & Involvement Services Office has all signed usage agreements on file if you would like to check.

Without a signed usage agreement on file, an event will be held as “pending.”

General Classroom Usage Guidelines:

- Candles and open flames are not allowed in Truman facilities.
- Trash must be removed and the room put back in order following your scheduled event. Please remember to turn off the lights.
- Vacate the reserved room as soon after your meeting as possible, since another group may be scheduled following your departure.
- Equipment Access:
 - A/V equipment in classrooms will be unlocked by DPS if you have included that information on your reservation request form. **Please be sure to turn off the projector and log off** when you are finished with the equipment. Bulbs are VERY expensive to replace!

Smart Classroom Usage Guidelines:

- The organization advisor will be copied on the reservation.
- The classroom has a variety of technology that must be used appropriately. Any damage will result in the notification of the VPAA Office and the organization advisor.
- General Classroom Usage Guidelines also apply. (*See above*)