

Student Recreation Center Room 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 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 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 #

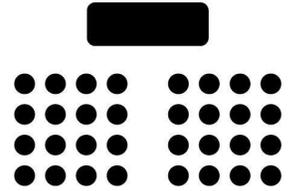
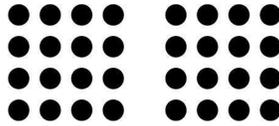
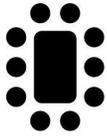
****PLEASE TURN OVER TO COMPLETE FORM****

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.

Beverages

Food to be Served

Food to be Sold

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: _____