

Student Union Building Room Request Form

Truman State University Spring 2027

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 2027						
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 2027						
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 2027						
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 2027						
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 2027						
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. 11th
MLK Jr. Day: Jan. 18th
Spring Break: Mar. 8th-12th
Term Break: Mar. 29th
Finals: May. 3rd-7th

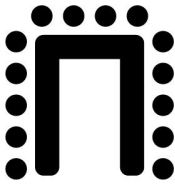
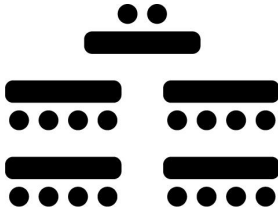
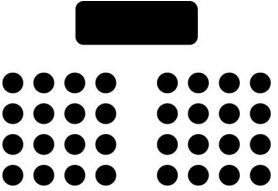
For office use only:			
Date Taken	Date Entered	Who Entered?	Reservation #

****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 
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Other: _____

****Special setups need to be coordinated with a Client Manager****

☐ 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
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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 at least **48 business hours** before my event to allow building personnel adequate time to prepare. Failure to comply with university policies may result in the loss of my organization's room reservation privileges. 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: _____



Student Union Usage Policies

The Student Union is available for use by chartered student organizations, university divisions, and departments. The Student Union is also available on a limited basis for private events for a specific fee.

Reservation Policies:

- All events **must** be scheduled and confirmed by the Union & Involvement Services Office no later than 12:00 PM the business day before an event occurs. Requests received later than 12:00 PM the business day before will be denied, and staff will assist you in finding an alternative date.
- When making an indoor request, please expect up to a 72 business hour delay for processing and appropriate approvals (if applicable).
- When making an outdoor request, please allow 10 business days for processing and approval from all applicable departments.
- Changes to your reservations must be emailed to union@truman.edu at least 48 business hours before your event.
- Events **must** end no later than 1 hour prior to regular closing building hours. Please allow time for gathering belongings, etc. when planning your event's ending time.
- **CANCELLATIONS:** If your event is cancelled, please email union@truman.edu or visit the main office in SUB 2000 to cancel appropriately. Cancellations must be made at least 48 business hours before your event.
- **NO-SHOW:** If your organization is at least one hour late to a reserved meeting space, your reservation will be called a "no-show," and the room will be re-set for the next reservation in that room. This will be recorded and your organization will be contacted. A second "no-show" will result in a meeting with the Director, and reservation privileges could be in jeopardy.
- Vacate your reserved room as soon as possible or right when your event is scheduled to conclude, as another group may be scheduled following your departure.

In Room Policies:

- UNION PERSONNEL ONLY should move furniture and equipment. This is for safety considerations as well as to prevent possible damage. If damage is to occur from a patron moving furniture or equipment on their own, the cost of repair or replacement may be assessed. Set-up arrangements should be made in advance by emailing union@truman.edu. If your room is not set as expected, please contact the building manager at 660-341-8697.
- No items are to be brought into the Union that may cause a health or fire hazard (ex: straw).
- Candles/open flames are not allowed in Truman facilities. Smoking is prohibited.
- Dispose of litter and be sure the room is neat following any scheduled event.
- Tacks, nails, tape, or alternative adhesives MAY NOT be attached to any painted surface in the SUB including walls, woodwork, windows, or doors. Easels or portable walls may be checked out in the Union Office for displaying items.
- Paint is only permitted in the Down Under, and clients will be assessed a fee for Union Staff to set up and tear down floor protective equipment.
- All food provided during events at the Student Union must be provided via Sodexo unless a waiver has been obtained and is on file with U&I. If a waiver has been obtained, it needs to be communicated to union@truman.edu. For questions, please consult CaterTrax for more information.
- No animals in the building, with the exception of service animals.
- Technical assistance for events and A/V equipment in rooms must be requested and discussed with Union staff prior to event date. Some services may require a technician to be on site which would be assessed at appropriate fees. Union staff may not be able to accommodate last-minute requests.
- No bicycles, scooters, skateboards, roller-skates, or rollerblades are allowed to be used in the building.

FAILURE TO FOLLOW GUIDELINES MAY RESULT IN LOSS OF RESERVATION PRIVILEGES