Room Lottery
Information Packet Spring 2027

When:

- Thursday, October 22nd (8:00 AM) and Friday, October 30th (12:00 PM)

Where:

- Union & Involvement Services Email (union@truman.edu)

Who:

- Student Organizations/Offices/Departments at Truman State University

---

Why:

- Submitting your request for Spring meeting spaces through the lottery will give you a better chance of securing the rooms and dates you want, but it does not guarantee first choice

---

This packet contains Spring Semester 2027 Dates, Spring 2027 Lottery Information, Student Union Usage Policies, Student Union Building Room Request Form, Classroom Request Form, Building Policies, Student Recreation Center Room Request Form, Outdoor Space Requests, Outdoor Space Request Form, Mall Reservation Form.

Spring Semester 2027 Dates

Please keep in mind these scheduled campus events
while your organization makes plans for the Spring 2027 semester:

January:

- January 11..... First Day of Classes
- January 18.....Martin Luther King Jr. Day

February:

- February 6..... Board of Governors

March:

- March 8 – 12..... Spring Break
- March 29.....Term Break

April:

- April 3..... Board of Governors
- April 5 - 9……..Greek Week
- April 9……...Children's Literature Festival
- April 15..... Student Research Conference
- April 17 – 18..... Truman Experience Weekend
- April 30.....Last Day of Classes

May:

- May 3.....Finals Start
- May 5..... Reading Day
- May 7..... Finals End
- May 8.....Commencement

Spring 2027 Lottery Information

All request forms must be **emailed** between
8:00 AM Thursday, October 22nd and Friday, October 30th at 12:00 PM.

Room Reservation Process:

- **WE USE A LOTTERY SYSTEM** to assign rooms according to size of group to ensure that all have an equal opportunity to receive an event space. Our priority system is as follows:
    - **Priority 1:** Campus-wide events (such as Greek Week, Career Fairs, University Planning Day, Visit Days, Board of Governors Meetings, etc.)
    - **Priority 2:** Student organization large one-time events and weekly meetings
    - **Priority 3:** University departments and offices
    - **Priority 4:** External Client Events (Banquets, workshops, meetings, etc.)
- All policies, charts, and forms will be available on our website for emailing beginning Thursday, October 22nd: https://union.truman.edu/room-lottery-forms

Request Forms and Information:

Based on the information you provide on our form, we will assign a room that maximizes efficiency for all groups.

- Please fill out the Spring 2027 lottery request form(s).
- If you are meeting every week or every other week— circle the dates you need. **If your group meets twice weekly (i.e. Tuesday's and Thursday's) please submit a **separate form for each day,** as we separate these in two categories, Main Meetings and Secondary Meetings. If you have a special event (such as a workshop or conference), which lasts more than one day (i.e., Friday & Saturday), please circle those dates in one form. This will be considered a one-time special event. Your event will have a better chance of being drawn as a single event, and not as two one-time events.
- Submit your request(s) to the Union & Involvement Services Office from 8:00 AM on Thursday, **October 22nd** until 12:00 PM on Friday, **October 30th** for priority consideration. Anything received after Friday, **October 30th** at 12:00 PM will be processed on a first come first serve basis.
- **PLEASE NOTE:** We **cannot** take requests for **residence hall spaces and publicity tables** at this time; residence hall spaces may be reserved no sooner than 2 weeks before an event.
- Not all buildings on campus have the same hours. If you are concerned your reservation may interfere with building hours or have questions, please contact our office for more information.
- **The U&I reserves the right to put your event in the best space in order to accommodate all needs.**
- Study Space/tutoring requests guidelines are as follows: 1 day per week, in 1 room within 1 building for no more than a 2 hour period.

What Happens Next?

- U&I staff will enter requests based on the usage policies and how events fit best in the building. Usage policies for event spaces can be found at https://union.truman.edu/room-lottery-forms.
- Requests will be categorized by priority and size of group, then drawn at random and assigned to rooms with capacities matching the size of the group.
- Any request received after the lottery **will be handled on a first-come, first-served basis after lottery assignments have been processed.**
- All confirmations will be sent via email **prior to the beginning of the Spring 2027 semester.**
- **PLEASE NOTE:** You will not be able to submit spring requests via Virtual EMS until all lottery requests have been processed.
- *Please read and review your confirmations carefully.*

Any Questions?

- Contact the Union & Involvement Services Office at 660-785-4222, union@truman.edu, or stop by our office, SUB 2000 inside the Hub.

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 #**

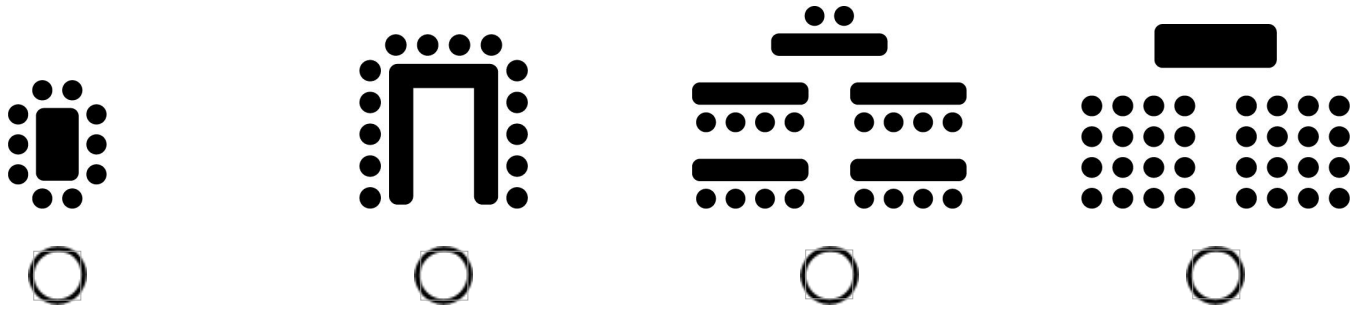
PLEASE TURN OVER TO COMPLETE FORM

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

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**

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

Classroom 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 (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.

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

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*)

Student Recreation Center 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 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.

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 #**

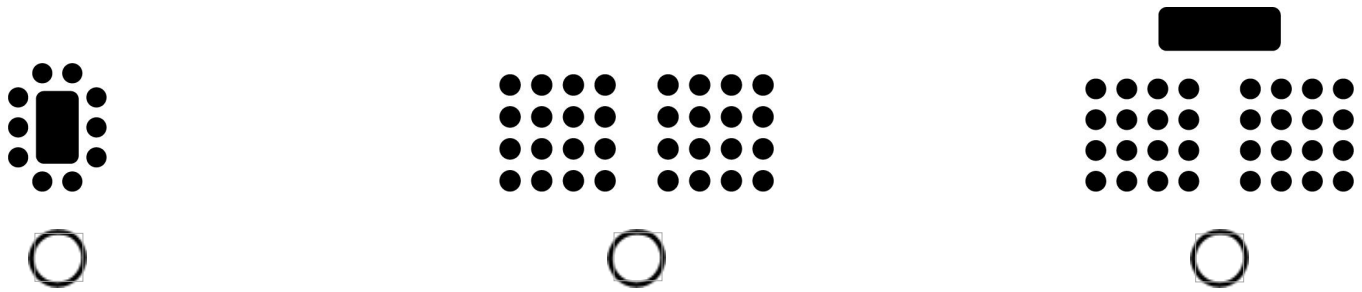
****PLEASE TURN OVER TO COMPLETE FORM****

Please complete the details below for reservations in the Student 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



Key:	Table	Chairs

For Basketball Court Requests, Select Preferred Court:				For Multipurpose Field, Select Preferred Side of Field:	
East	West	Center	All	North End	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 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:**_____

Outdoor Space Request Form
Truman State University

SUB 2000 Office phone: 660-785-4222

Completion of this form represents the beginning of the reservation process. Upon receiving this form, the Student Union staff will coordinate discussions with appropriate entities to address any concerns they may have about your event. Additional insurance may be required for your event as well (i.e. 5k's, larger events). Incomplete information below will result in delays and potentially not allow for a reservation to occur. If you have any questions, please do not hesitate to contact the Outdoor Reservation Coordinator directly by email at union@truman.edu.
We look forward to helping you plan this event.

Requests must be submitted at least 10 business days before the event. Unsigned requests can NOT be processed.

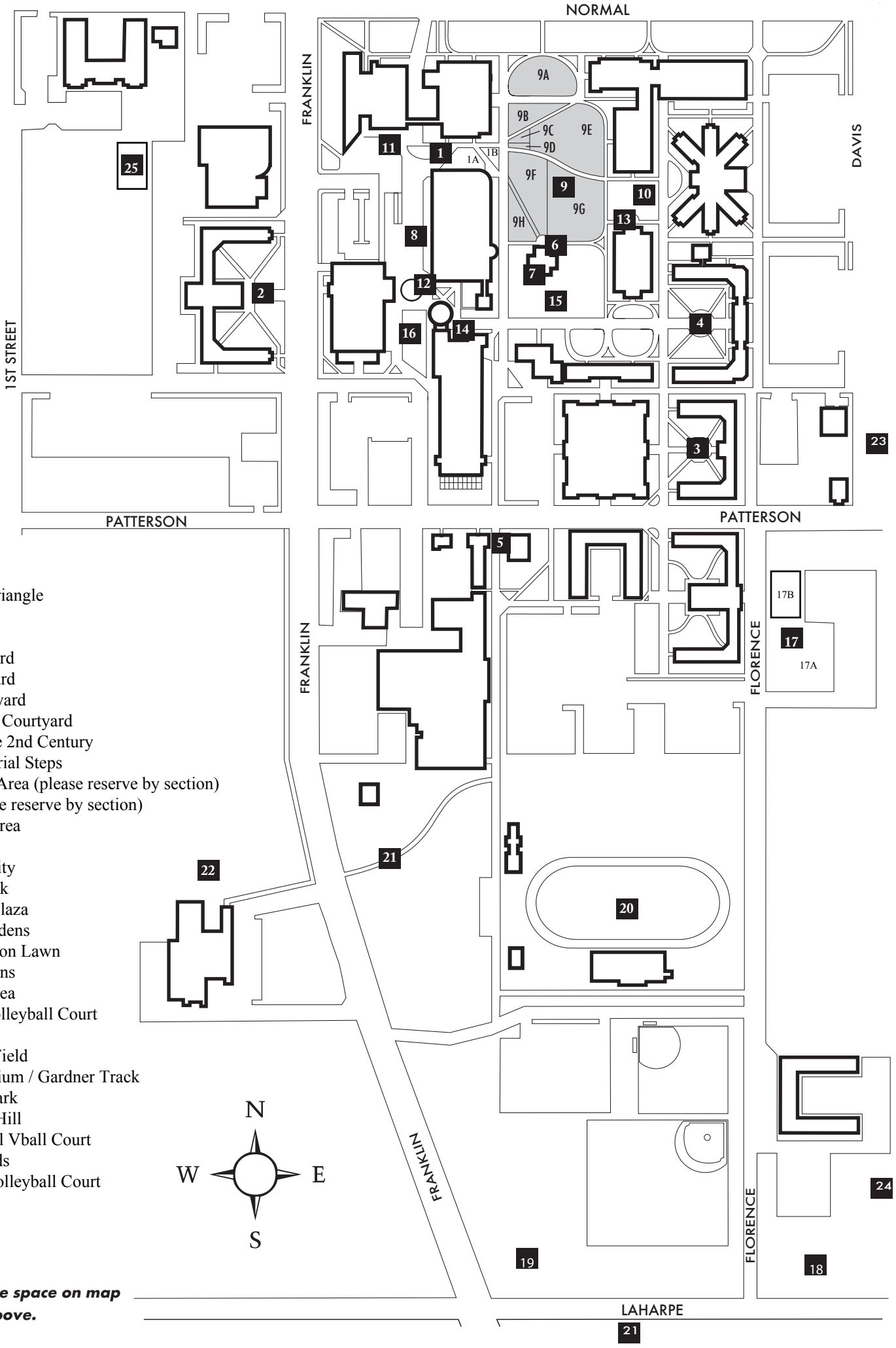
Agreement: I will abide by all pertinent Truman State University policies to the best of my knowledge. Please notify our office of any cancellations or changes to this reservation once it has been confirmed.

Signature:_____ **Date:**_____

Organization/Department Name:	
Contact Person Responsible:	
Contact Phone Number:	**Contact Email:**
Event Title:	
Event Type: ***(publicity table, fundraiser, BBQ, festival, athletic game, practice, etc.)***	
Estimated Attendance (at one time):	
Beginning Time of Event (AM/PM):	**Ending Time of Event (AM/PM):**
Date(s) of Event: ****Must be submitted at least 10 business days in advance****	
Requested Location (see map on back of form):	
Will this event have any sound amplification?	**Open flame? (describe):**
Will this activity need electricity? ***Electrical outlets are located on the lamp post in section C/D/E, behind the Joseph Baldwin statue, and in the BH/PML triangle. Extension cords should not be run across sidewalks.***	
Organization Advisor's name:	**Email:**
Please provide a COMPLETE description of your event below:	

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

CAMPUS



Location:

1 BH/PML Triangle
  A: West
  B: East
2 CH Courtyard
3 DH Courtyard
4 BNB Courtyard
5 Grim-Adair Courtyard
6 Flame to the 2nd Century
7 Kirk Memorial Steps
8 Mall Brick Area (please reserve by section)
9 Quad (please reserve by section)
10 Bell Wall Area
11 MC Mall
12 Mall Publicity
13 KB Sidewalk
14 MG Brick Plaza
15 Sunken Gardens
16 Student Union Lawn
17 RH Commons
  A: BBQ Area
  B: Sand Volleyball Court
18 South Field
19 Southwest Field
20 Stokes Stadium / Gardner Track
21 Red Barn Park
22 BT Grassy Hill
23 Dobson Hall Vball Court
24 Soccer Fields
25 CH Sand Volleyball Court

Please indicate space on map if not listed above.

Outdoor Space Requests

Request Forms and Information:

- For information about which outdoor spaces are reservable, please see the included outdoor space map. Spaces are subject to change.

Reservation Process:

ALL OUTDOOR SPACE REQUEST FORMS MUST BE SUBMITTED BY EMAIL NO EARLIER THAN **Thursday, October 22nd at 8:00 AM.**

- Fill out the outdoor space request form, which can be found online at union.truman.edu/room-lottery-forms. Please be specific on which location you would like to reserve by indicating its location on the map on the back of the form and writing the location in the designated field.
- The outdoor map is included in this packet in order to familiarize you with it.
- All outdoor space reservations **require a detailed event description** and must list their organization advisor's name and email address (this must be a Truman faculty or staff member).
- Individuals requesting Stokes Stadium will need to **sign a usage agreement** before the reservation will be confirmed.
    - ***Usage agreements are for the school year, not the calendar year.***
    - Reservations for Stokes Stadium will be processed after all varsity athletic events are scheduled.
- Email the form to our office between **Thursday, October 22nd** and **Friday, October 30th at 12:00 PM,** for priority consideration.
- Anything turned in after **12:00 PM on October 30th** will be processed on a first-come, first-served basis AFTER all lottery requests have been processed.

Confirmations:

- Lottery request confirmations will be sent electronically as soon as possible.
- All outdoor space requests must be approved by DPS, Physical Plant and your organization's advisor. Your request will remain pending until we receive all the proper approvals.
    - Your space will be held during this confirmation process, but you cannot use the space until you receive a full confirmation
    - Reservations for Stokes also need to be approved by the Athletic Department
- **All tables for outdoor events** need to be ordered through Physical Plant (660-785-4200) located at GS206, or you can download a form: physicalplant.truman.edu/services/special-event-support/request-forms/
- Sound equipment may be used on the **Student Union Mall, Quad, Red Barn, and Sunken Gardens** at a reasonable volume. Music cannot be played near the Library and/or classroom buildings. If need be, make sure to reserve a space with access to electricity.
- Only some outdoor spaces have access to electricity. Electrical outlets are located on **the lamp post in section C/D/E, behind the Joseph Baldwin statue, the BH/PML triangle and Red Barn Park.** Extension cords cannot be run across sidewalks.
- Activities on the mall must not impede the flow of traffic to and from the various buildings situated around the mall. If an organizational activity blocks or impedes the flow of traffic, groups may be asked to leave or relocate.
- No food directly in front of the Student Union building that is not catered by Sodexo.

Mall Reservation Form
Truman State University

SUB 2000 Office phone: 660-785-4222

Requested Location (see map on back of form):	
Date Requested:	**Max number of people anticipated at one time:**
Name of organization/department:	
Description of event:	
Hours Requested: _____ to _____	***< Please enter your time in hh:mm tt format where tt is AM/PM***

Tables must be ordered through Physical Plant for all areas. 660-785-4200, or you may go online. See information below.

Will music be played? ☐ **Yes** ☐ **No**

Sound equipment may be used Monday-Friday from 11 a.m. - 2 p.m. and from 5 p.m. - 10 p.m. at all locations. Music may also be played on Saturday and Sunday from 11 a.m. to 10 p.m. Groups must provide their own equipment.

- The name of the organization must be clearly displayed at the table.
- **All tables for outdoor events** need to be ordered through Physical Plant, 785-4200, located in General Services**,** or go online to download a form: https://physicalplant.truman.edu/services/special-event-support/request-forms/. **Tables must be placed on brick or concrete areas only and not on grass.**
- Sound must be kept at a low level so as not to be heard from 50 or more feet away. The volume must not interfere with persons using other mall spaces, campus facilities, offices, and departments or disrupt any classes.
- Our policy is to issue two warnings per day for noise violations. If there is a third violation, the organization will be asked to vacate and privileges for mall reservations will be revoked for the remainder of the day and the organization will be reported to OCCS.
- If your scheduled date conflicts with an activity taking place in the Student Union (such as testing or a large meeting), the Student Union reserves the right to ask your organization to reschedule or turn music off because of potential noise disturbance.
- Activities on the mall must not impede the flow of traffic to and from the various buildings situated around the mall, obstruct pathways or block doors. If an organizational activity blocks or impedes the flow of traffic, groups may be asked to leave or relocate their activity.
- Reservations for Mall space are limited to one space per organization per day, with exceptions made by the Asst. Director of Union & Involvement Services.
- Events requesting the use of grills or open flames are subject to approval from the Asst. Director of Union & Involvement Services and will not be permitted in all areas.
- Food service must be provided by Sodexo for Mall locations, except Mall Brick Area B1 & B2 and McClain/Baldwin Mall.
- Access to power is at the following locations: Music on the Mall A3 & A4, Mall Brick Area B1 & B2, and McClain/ Baldwin Mall.

Use of the Student Union Lawn & Fountain Platform are subject to approval from the Asst. Director of Union & Involvement Services. **I, the undersigned, have read and understand the above conditions regarding Student Union and McClain Mall reservations.** I also understand the sound restrictions and agree to abide by all requirements for reserving these areas. I also understand that these policies are subject to change by Union & Involvement Services to best serve the campus community.

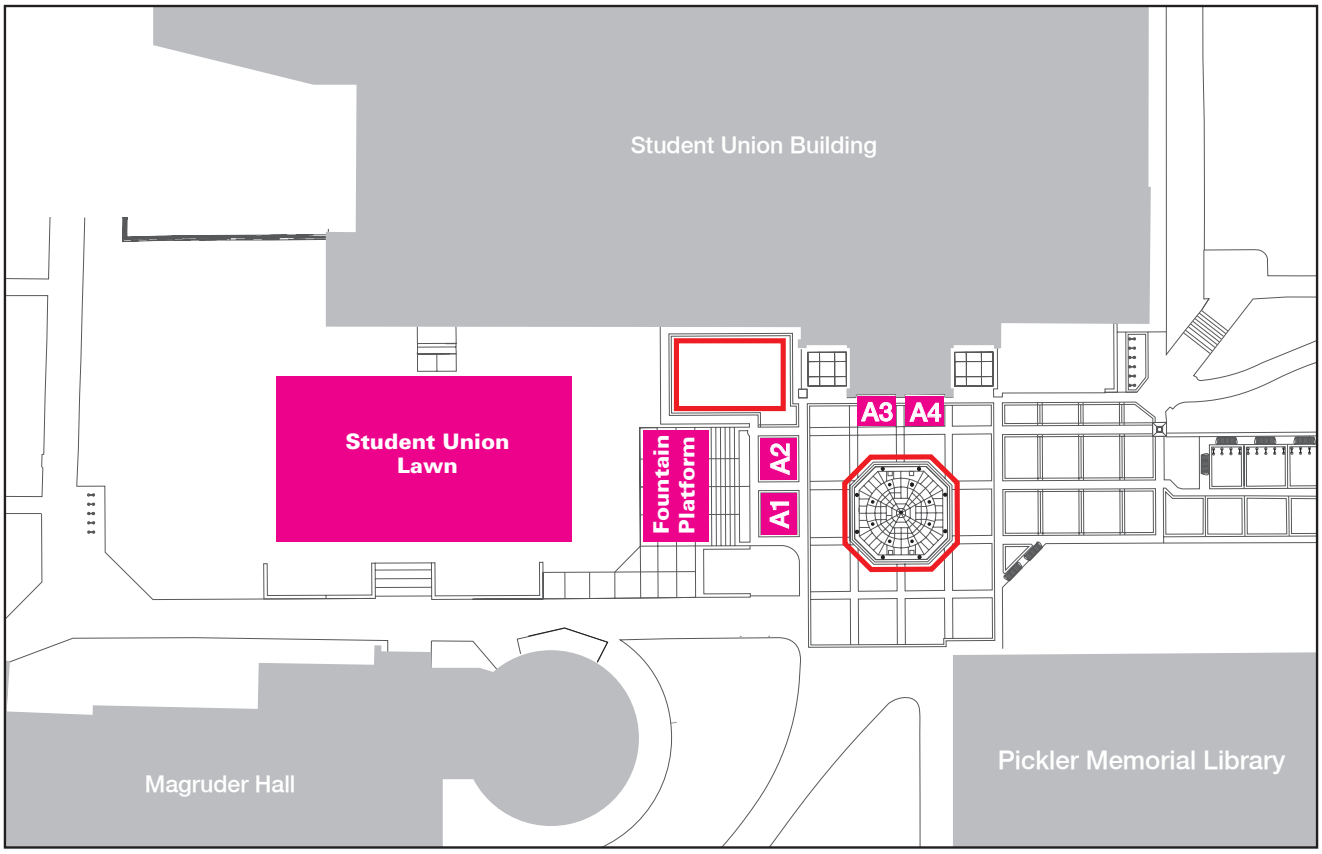
Name: _____ Organization: _____

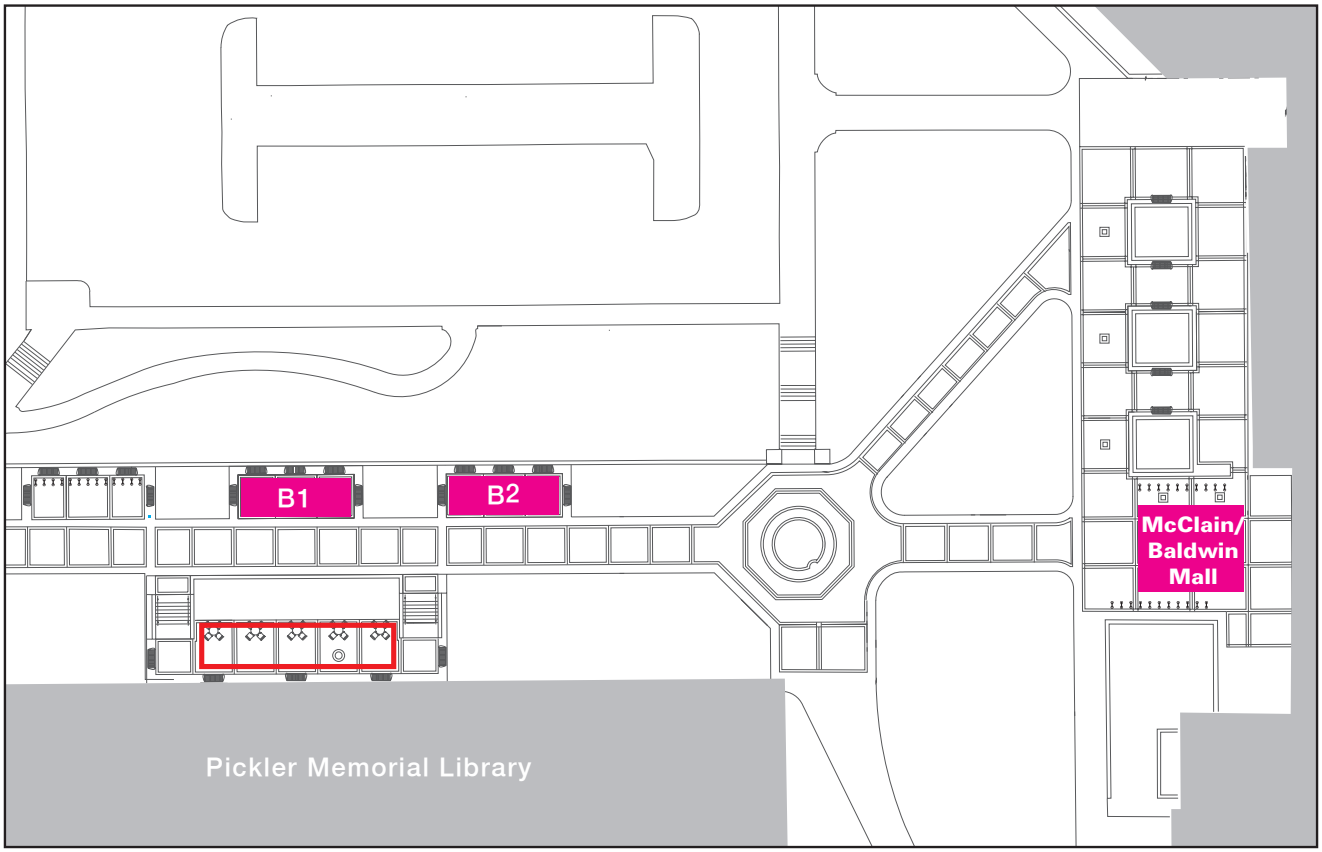
Date: _____ Phone Number: _____

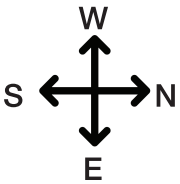
Email: _____ Signature: _____

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

MALL RESERVATION FORM







KEY:
Music on the Mall: A1, A2, A3, A4
Mall Brick Area: B1, B2

Access to Power:
- Music on the Mall A3 & A4
- Mall Brick Area B1 & B2
- McClain/Baldwin Hall