

Facilities Reservation Form

Today's Date:

DATE (One time vs. Multiple Occurrences)

One time:

Multiple Occurrences

First date:

Last date:

Day of the week:

TIME

Please note within the UC/Salomon, there is an automatic 30 minutes added prior to each event for UC Operations to setup. If you think you will need more time to setup, please indicate below. Same goes for post event time. No setup time is added for classrooms.

Setup:

Actual Start:

Actual End:

Post Event/Tear Down:

CONTACT INFORMATION

Department:

Contact Person:

Phone:

Email:

EVENT INFORMATION

Title of Event:

Room Preference:

- 1.
- 2.
- 3.

Expected attendance:

Intended Audience: (fac/staff, students, alumni, etc.)

Room setup: (examples: auditorium (chairs only), tables & chairs like a classroom, open square, no setup needed)

Audio/Visual: (examples: mic, podium, projector for PowerPoint, TV/VCR/DVD, etc.)

Will your event include...

Food:

Speaker:

Alcohol:

(If your event involves alcohol and students will be present, please fill out an alcohol request form from Center for Health & Wellness Promotion in UC-220)

Reference #:

Reservationist Use Only:
Input by:

Date Input: