

# Truman State University Fall 2017

## Residence Halls Request Form

SUB Suite 2000 Office phone: 660-785-4186

Date Received	Date Entered	Who Entered?	Reservation #

**Organization/Department Name:**

**Contact Person Responsible:**

**Contact Phone Number:**

**Contact E-mail:**

**Building/Room Preference:**

**Event Title:**

**Estimated Attendance:**

**Beginning Time of Event (AM/PM):**

**Ending Time of Event (AM/PM) :**

**Event Type: (film, lecture, meeting, workshop, etc.):**

Please circle the date or dates of your request on the calendars provided below.

\*\*Residence Hall requests can only be made *two weeks out from your requested date*. We only reserve rooms in Centennial, Dobson, Ryle, Missouri and West Campus.\*\*

**\*\*Please Turn Over to Complete Form\*\***

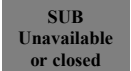
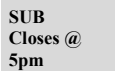
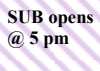
August 2017						
Su.	M.	Tu.	W.	Th.	Fr.	Sat.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su.	M.	Tu.	W.	Th.	Fr.	Sat.
					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 2017						
Su.	M.	Tu.	W.	Th.	Fr.	Sat.
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 2017						
Su.	M.	Tu.	W.	Th.	Fr.	Sat.
			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 2017						
Su.	M.	Tu.	W.	Th.	Fr.	Sat.
					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

**Key:**  SUB Unavailable or closed  SUB Closes @ 5pm  SUB opens @ 5 pm

Classes Begin: Aug 21

Fall Break: October 19-20

Thanksgiving Break: Nov 20-24

Classes End: Dec 8

Finals: Dec 11-18

## **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.\*\*

### **Bake Sales:**

All persons having bake sales or publicity events lasting after midnight, must sign in with the night monitors using a current ID and stay with a Resident (host) at all times while in the building.

### **Residence Hall Main Lounge and Multi-Purpose Rooms Policy:**

Students living in Residence Halls, hall staff, and New Student Programs staff will have priority to reserve this space for activities, events, or meetings up until TWO WEEKS prior to any given date.

This area is available for all to use, but is available first to those groups and organizations with a reservation.

All furniture must be put back in regular order following your event. Failure to return the furniture to its normal set up could result in loss of reservation privileges.

Remember, the Lounge area is not a "closed" space, persons will be entering and exiting during your event and may also use gaming equipment or furniture in the lounge.

### **Private Dining Rooms:**

You may need a key to access the private dining room in some residence halls. All confirmations will inform you on specific instructions for the Hall you are requesting. Some rooms are equipped with A/V Equipment but not all private dining rooms are. If you need this, please double check with the Reservation Office Staff before completing the form.

### **Publicity Tables:**

The publicity tables are now located in either the lounge or entrance hallway to the residence hall. Please contact the Residence Hall Office if you have questions.

**\*\*Please remember to read your confirmation for more specific detailed instructions that pertain to your reservation\*\***

**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 before 48 hours prior to my event to allow building personnel adequate time. Failure to cancel an event within 48 hours may result in my or my organization's right to reserve rooms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_