

Truman State University  
Student Union Building  
Fall 2017 Room Request Form

SUB Suite 2000 Office phone: 660-785-4186

\*\*The Student Union Reservation Office will do our best to evaluate and assign space based on the information provided below. Occasionally, room and/or building substitutions are made due to space availability. You will receive a separate confirmation once the space is reserved, to your Truman email account. Double check this confirmation to assure all of your needs are met.\*\*

<b>Organization/Department Name:</b>	
<b>Contact Person Responsible:</b>	
<b>Contact Phone Number:</b>	<b>Contact E-mail:</b>
<b>Event Title:</b>	
<b>Event Type: (concert, dance, film, lecture, meal, meeting, workshop, etc.)</b>	
<b>Estimated Attendance:</b>	<b>Early Access Needed At (AM/PM) :</b>
<b>Beginning Time of Event (AM/PM):</b>	<b>Ending Time of Event (AM/PM) :</b>
<b>Room Preference:</b> <i>(Please note: the Hub is only reserved on a case by case basis with approval from Sub Director)</i>	
<b>Special Event Notes:</b>	

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

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
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Classes Begin: Aug 21

Fall Break: October 19-20

Thanksgiving Break: Nov 20-24

Classes End: Dec 8

Finals: Dec 11-18

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

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

Please complete the details for your reservation below. The more information we have now, the better we can assist you in your event planning. If you require something not provided on the list below, please visit our office. If at any time you have any questions, please do not hesitate to contact us. We are honored that you have chosen to use the Student Union space and look forward to serving your event.

### General Set-up

Circle one of our usual set ups, or write in a description below.

Square

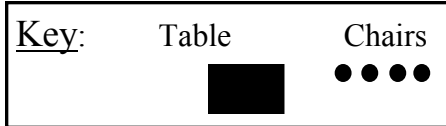
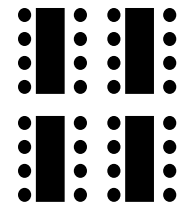
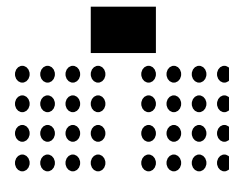
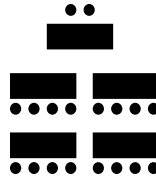
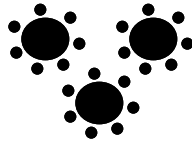
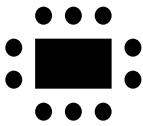
U-Shape

Round Tables

Classroom

Theater

Buffet



Other: \_\_\_\_\_

\*\*Special set ups need to be coordinated with the Union Office\*\*

### Food Arrangements

<input type="checkbox"/> Blu-Ray DVD Player	<input type="checkbox"/> Head Table for ( ) persons	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Laptop (6 available)	<input type="checkbox"/> Refreshment Table
<input type="checkbox"/> Data Projector	<input type="checkbox"/> Lectern (a.k.a. podium)	<input type="checkbox"/> Registration Table
<input type="checkbox"/> Divider Partitions <small>(include diagram for placement in room)</small>	<input type="checkbox"/> Microphone (s) # _____	<input type="checkbox"/> Stage (Ten 4'x8' sections) <small>(include diagram for placement in room)</small>
<input type="checkbox"/> Easels # _____	<input type="checkbox"/> Piano	<input type="checkbox"/> Technology Assistance
<input type="checkbox"/> Extension Cord	<input type="checkbox"/> Pipe & Drape	<input type="checkbox"/> Television & VCR
<input type="checkbox"/> Flags (United States & Missouri)	<input type="checkbox"/> Projection Table	<input type="checkbox"/> Whiteboard & Markers

Do you plan on having any of the following at your event? (please check all that apply)

Refreshments \_\_\_\_\_

Served Meal \_\_\_\_\_

Buffet \_\_\_\_\_

Charges through Mainstreet \_\_\_\_\_

**No outside food can be brought in to the Union. All catered food must be coordinated with the Food Service Office at 660-785-4198.** Meals for groups of less 20 members require 3 day notification. Groups with more than 20 members require one week notification prior to the event date.

**Please read through your confirmation entirely. 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 reservations will be made before **48 hours** before my event to allow building personnel adequate time. Failure to cancel an event within 48 hours may result in my or my organization's rights to reserve rooms. I understand that if my organization is more than **1 hour late**, the building staff will re-set the room for the next reservation.

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

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