

Student Services Building

Multipurpose Room Reservation Request Form

Event Information:

Date of Request: _____ Date of Event: _____

Name of Event: _____

Hosted by: _____

Description of Activities: _____

Preferred Location: _____ Start Time: _____ End Time: _____

Alternative Location: _____ *** Please include time for set-up & clean up of any food.**

Event Type: Public Private Anticipated Number in Attendance: **PLEASE NOTE: Event host is responsible for food cleanup and wiping down tables after event.**

Point of Contact at Event: _____ Email: _____ Cell: _____

Physical Plant or Building Services Requests: (Building is open M-F 8:00 a.m. to 4:30 p.m.)

Open building at _____ on _____ Close building at _____ on _____

Need additional Building Services staff for restroom check/clean up at _____ on _____

Other, please explain: _____

Technology Needs: (Advance appointment required to test equipment if you are bringing your own.)

Lap Top Lap Top w/ DVD Player Projector Computer Speakers *** Building is equipped with Wi-Fi**

Other, please explain: _____

Furniture Configuration: (tables are 5' in length)

<input type="checkbox"/>	Classroom	Number of tables/chairs _____	<input type="checkbox"/> Perimeter (Chairs lining room perimeter - no tables)	<input type="text"/>
<input type="checkbox"/>	Hollow Square	Number of tables/chairs _____	<input type="checkbox"/> Perimeter (Chairs lining room perimeter - with tables)	<input type="text"/>
<input type="checkbox"/>	Conference	Number of tables/chairs _____	<input type="checkbox"/> Please include a table at the front for presenter	<input type="text"/>
<input type="checkbox"/>	U-Shape	Number of tables/chairs _____		
<input type="checkbox"/>	Theater	Number of chairs _____		

Additional Information/Comments:

Food and Drink Information:

Food and/or beverages will be served and brought in by Host* Food and/or beverages will be catered** Number of 5' tables needed for food: _____

Location of Tables for Food: _____

University Approved Caterer*: _____

***Please visit the following link for list of approved vendors: <http://procurement.siu.edu/common/documents/howto/caterers.pdf>**

If bottled soda, bottled water, or canned soda is being served you must purchase Pepsi products for your event.

Please see the following link for the Pepsi MidAmerica guidelines <http://procurement.siu.edu/contracts/pepsi.html> ***Event host is responsible for set-up and clean-up.**

Event Host Contact Information*:

Name of Primary Contact: _____

Affiliation: _____

Address: _____

Office Phone: _____ E-mail (required): _____

Digital Signature of person responsible for SSB space and/or equipment _____ Date: _____

***This area should be completed by a SIU full-time staff or faculty member.**

Reservation Contacts for Questions and Concerns:

SSB Welcome Desk - 453-3300 - ssbscheduling@siu.edu

For Office Use Only:

Signature of personnel approving request _____ Date: _____ Entered in Outlook Calendar: Scanned/E-mailed Confirmation:

***Cancellations should be received at least three business days prior to the event. If late or no notice is given, future reservation requests may be declined for the sponsoring group."**