

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