



## Office of Housing Meeting Space Request Form

### Check List

- Review the needs and locations for your event
- Get the Meeting Space Request Form
- Complete all contact information on the form
- Complete all event information on the form
- Get Advisors approval
- Submit form to 269 Clement Hall 7 days prior to event
- Receive Approval from Housing Office
- Advertise for event after approval
- Abide by University rules at your event
- Clean up all used spaces after event



## Office of Housing Meeting Space Request Form

In order to reserve a lounge or grounds area on the Housing section of campus, a student organization must submit this form to the Office of Housing, 269 Clement Hall, for approval. All requests for use of Housing property must be submitted to the Office of Housing no later than 7 days prior to the requested date of the event.

### Organization and Event Information

Last Name : \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Organizations Name: \_\_\_\_\_

Organizations Advisor: \_\_\_\_\_

Advisors E-mail: \_\_\_\_\_ Advisors Phone #: \_\_\_\_\_

What area of the Housing property are you requesting to use (Check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Cooper Lobby        | <input type="checkbox"/> UV 2 Lobby (F, G, or H)   | <input type="checkbox"/> Browning Hall G Basement          |
| <input type="checkbox"/> Cooper Basement     | <input type="checkbox"/> Ellington Hall Front Lawn | <input type="checkbox"/> Browning Hall H Basement          |
| <input type="checkbox"/> Cooper Courtyard    | <input type="checkbox"/> Ellington Hall Lobby      | <input type="checkbox"/> Browning Hall Front Lawn          |
| <input type="checkbox"/> UV I Lawn           | <input type="checkbox"/> Ellington Hall F Basement | <input type="checkbox"/> Browning/Ellington Circle         |
| <input type="checkbox"/> UV I Volleyball Pit | <input type="checkbox"/> Ellington Hall E Basement | <input type="checkbox"/> Browning/Ellington Volleyball Pit |
| <input type="checkbox"/> UV 2 Lawn           | <input type="checkbox"/> Browning Hall Lobby       | <input type="checkbox"/> Other: _____                      |

For what purpose are you needing to reserve this area(s): \_\_\_\_\_

Date of Event - Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_

Does your event require electricity?: YES / NO

I understand that all University and Housing rules and policies must be followed during our event. Quiet Hours begin at 8 pm in the residence halls and all events must abide by this rule. I also agree to abide by all directives given from the housing staff during this event and understand that this event may be cancelled at any time at the discretion of the housing staff. All areas used will be fully cleaned at the completion of the event and failure to do so may result in the loss of future reservation privileges:

Signature: _____	Date: _____
Advisors Signature: _____	Date: _____
Housing Approval: _____	Date: _____