

DELTA STATE FACILITY RESERVATION FORM

NOTE:

- Room availability should be cleared through the Union office before submitting this form.
- All non-University sponsored functions must be cleared through the Vice President for Student Affairs Office before the Union office can grant approval for room use.
- Arrangements for Housing, Food Service, and Audio-Visual equipment must be made with the appropriate department(s).
- All arrangements must be made and this form completed at least fourteen (14) days prior to your event.
- Your activity will not be placed on the University Calendar until the event has been approved by all appropriate University officials.
- All items will be published on the University web site, as submitted, unless noted otherwise.
- **Return this form to the Union Office, Box A-2.**

1. NAME OF EVENT: _____

2. LOCATION: Building _____ Room(s) _____

3. DATE: _____ TIME: _____ ESTIMATED ATTENDANCE: _____
Begin End

4. CONTACT INFORMATION Name: _____

Address: _____

Phone: _____ E-Mail _____

5. SPONSORED BY: (organization, department, etc...) _____

6. IS THIS A PRIVATE EVENT? YES _____ NO _____

7. INFORMATION ON TICKETS, FEES OR OTHER CHARGES: (prices, where/how to purchase, etc...) _____

8. ROOM SET-UP: HEAD TABLE? Yes _____ No _____ If Yes, How Many? _____

_____ Auditorium	_____ Reception	_____ Classroom
_____ U-Shape	_____ Banquet	_____ Information Table

9. OTHER ITEMS (please specify...tables for refreshments, etc.): _____

10. AUDIO-VISUAL EQUIPMENT? Contact OIT at (662) 846-4444 to make arrangements.

11. FOOD SERVICE? Contact the Catering Manager at (662) 846-4416 to make arrangements.

12. HOUSING? Contact the Director of Housing at (662) 846-4151 to make arrangements.

I agree to provide the manpower necessary and will reimburse Delta State University for labor costs or damage costs as a result of this event.

Signature of Person in Charge of Event Date

OFFICE USE ONLY

Vice President for Student Affairs Date Facility Charge

Copies Sent to:

