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: ____________

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:
  ____________________________________________________________  ____________________________
  ____________________________________________________________  ____________________________
  ____________________________________________________________  ____________________________