

ROOM REQUEST FOR MEETINGS
(Reserved by Semester)

Semester _____, 20__

Date of Request _____

Organization: _____

Acct. #: _____

Meeting day: _____

- weekly
 every other week
 monthly
 other

Starting date: _____

Ending date: _____

Meeting Time: (begin) _____ (end) _____

Group Size: _____

Room Preference: _____

Type of Setup Preferred: _____

Equipment Needed: _____

Advisor : _____ Campus Address: _____ Phone #: _____

President: _____ Campus Address: _____ Phone #: _____

Treasurer: _____ Campus Address: _____ Phone #: _____

Request made by: _____ Phone #: _____

Email: _____

Please note that completion of this form is not a verification of your meetings. We will return this form with verification attached. Verification will be in the form of a Repetitive Activity Report. We will not schedule meetings on campus holidays, holiday weekends, or during finals week. **Be sure to read the Responsibilities of Organizations Utilizing the University Union on the reverse side!** If you have any changes or discrepancies in the meetings requested, please contact Scheduling and Event Services immediately at (309) 298-2421.

SCHEDULING & EVENT SERVICES

Scheduled by: _____

Date: _____

Mailed To (Name/Location): _____

Date: _____

Date Received: _____ Time Received: _____

RESPONSIBILITIES OF ORGANIZATIONS UTILIZING THE UNIVERSITY UNION

The facilities and services in the University Union are provided for the benefit of groups utilizing the building. Only through effective scheduling procedures can we maintain the quality and maximum utilization of our facilities. The following list of policies should be followed by all organizations.

1. All reservations for meeting rooms in the University Union must be made at least 48 hours in advance. Recurring meetings (weekly, bi-weekly, monthly) for fall/spring semesters must remain the same after the fourth week of the semester. Any time or date changes on the recurring meetings must be made prior to the end of the fourth week. **NO** changes will be made after the fourth week of the semester. **NEW** recurring meetings can be added throughout the semester.

2. A “NO SHOW” is designated by failure of the organization to be present 15 minutes after the scheduled time of the event.

A **no-show charge** of \$10.00 per meeting will be assessed if a group does not use the room reserved and does not cancel the reservation in advance. If extra setup is necessary and the group fails to use the room, the Union Office of Conference and Event Services reserves the right to assess a greater charge.

The building supervisors make periodic rounds of the building and indicate on a night report if there are any “NO SHOWS”.

All “NO SHOWS” will be assessed a room rental charge. The night supervisor’s report will be used to determine if the organization utilized the room. There will be **NO** exceptions to this policy, so it is in the organization’s best interest to check with the night supervisors if there is any question regarding room usage. Should you arrive and find there are insufficient members to hold a meeting, you should contact the night supervisor and inform that person that you did not utilize the room. Time changes of a meeting must be cleared through Scheduling & Event Services. The organization is expected to utilize the rooms only at the times scheduled. Should you have a problem with your room, please contact the night supervisor. Any group canceling a meeting should Scheduling & Event Services during the day or the Service Center at night to avoid being charged for the room.

3. The organization and/or its officers shall be held financially responsible for any damage resulting to the building or equipment as a result of maliciousness and/or negligence on the part of any officer of the organization or participant.

4. Food is allowed **ONLY** in those areas where it is sold or served by Sodexo Campus Services. Failure to comply may result in a fine. Food and beverages for private parties must be provided by Sodexo Campus Services. Setup and menu arrangements must be made at least (2) weeks in advance.

5. Final room setups must be made at least (1) week in advance. Groups not meeting this deadline will be subject to possible cancellation and /or surcharge.

6. The burning of candles or other flammable items in the University Union is **forbidden**. Any violation of this policy will result in a charge to be determined by the Union Staff and a week’s suspension on using the University Union rooms.

7. Extraordinary clean-up requirements as determined by the Union Staff will result in additional labor charge. Any damage to the room and/or its contents will be charged to the organization.

8. The organization is responsible for the removal of all decorations and props immediately after the event. A service charge will be made by the University Union if decorations and props are not removed by the designated time.

9. A cancellation penalty will be charged if your reservation for a room requiring special setup and/or food service is not canceled at least **48 HOURS PRIOR TO THE EVENT** and/or too late for another group to plan and schedule an event in the space reserved.

10. Smoking is **NOT** permitted in the University Union.

THE UNIVERSITY UNION RESERVES THE RIGHT TO ASSIGN OR RESTRICT USE OF FACILITIES