

Facility Use and Event Request Form

FOR OFFICE USE ONLY

Date submitted: _____

Initials: _____

This form must be completed for all events in which Student Center facilities are to be used. Requests for facility use should be filed in the Office of Student Activities **two weeks** preceding the event. **Completion of this form does not guarantee use of the requested space; a member of the Student Activities staff will contact you if there is a space conflict or your event is not approved.**

Date of event: _____ Starting time: _____ Ending time: _____

How much time is needed to set up/tear down? Before the event: _____ After: _____

Room/space requested: _____ Alternate site: _____

Name of event: _____ Expected attendance: _____

Please provide a brief description of the event: _____

Sponsoring group: _____

Individual responsible for event: _____

Phone: _____ Email: _____ P.O. Box: _____

Custodial/Plant Services needs (e.g. tables, chairs, podium, staging, etc.): _____

Media Services needs* (e.g. overhead projector, TV/VCR, etc.): _____

*Must be ordered through Media Services at <http://www.morris.umn.edu/media/> or by calling 589-6150

Student Center Tech Crew needs* (e.g. sound and lighting equipment): _____

*Groups must pay \$7.10/hour per technician

Food Service arrangements should be made by calling 589-6132.
Cash boxes must be ordered separately through Student Activities.

If setup is complex, draw a diagram on the back of this form.

We accept responsibility for damage, security, and cleanup charges which may be incurred as a result of this event. Full Student Center policy can be found at <http://www.morris.umn.edu/services/stac/policiesandforms.html>.

Name: _____ Email: _____ Phone: _____

FOR OFFICE USE ONLY

SC Custodian
 Plant Services
 Media Services
 SC Tech Crew
 Other:

Event entered on computer schedule
 Setup notes entered on computer schedule
 Copies made
 Copies sent
 Original copy filed

Date filed
 Initials

Please draw a setup diagram here:

