

Weekly Meeting Request Form

Organization	Officer Name
Email Address	Phone Number
Anticipated Attendance	Name of Meeting

Rooms will be set theater style with chairs and a head table, they can be rearranged to your preference by your organization, but Student Union staff will NOT rearrange.

An A/V cart, LCD Projector and screen will be provided, **but laptops will NOT be provided.**

Please rank, in order, the top three timeslots your organization would like to hold your meetings. The first available timeslot will be chosen as your weekly meeting time.

[Sunday 4:30-6:15 PM]	[Tuesday 4:30-6:15 PM]
[Sunday 5:00-6:45 PM]	[Tuesday 5:00-6:45 PM]
[Sunday 6:30-8:15 PM]	[Tuesday 6:30-8:15 PM]
[Sunday 7:00-8:45 PM]	[Tuesday 7:00-8:45 PM]
[Sunday 8:30-10:15 PM]	[Tuesday 8:30-10:15 PM]
[Sunday 9:00-10:45 PM]	[Tuesday 9:00-10:45 PM]
[Monday 4:30-6:15 PM]	[Wednesday 4:30-6:15 PM]
[Monday 5:00-6:45 PM]	[Wednesday 5:00-6:45 PM]
[Monday 6:30-8:15 PM]	[Wednesday 6:30-8:15 PM]
[Monday 7:00-8:45 PM]	[Wednesday 7:00-8:45 PM]
[Monday 8:30-10:15 PM]	[Wednesday 8:30-10:15 PM]
[Monday 9:00-10:45 PM]	[Wednesday 9:00-10:45 PM]

Additional Comments:

No Show Policy: Please contact Event Services at least 72 hours in advance to cancel a reservation; fees will be assessed for organizations that fail to show up for their event within 30 minutes of the scheduled event time.

Catering Policy: All food orders must be submitted through Event Services at least 1 week prior to your meeting; prepackaged foods with the value of \$50 or less are allowed with prior approval from Event Planner.

Signing this form verifies that you have read and understand the above policies on behalf of your registered student organization. Violation of any of these policies can result in financial and disciplinary actions.

Xname

Xdate