



**Bone Student Center – Room Request Form**

**Date:**

**Indicate your status** (once you book a space under one of the three categories you cannot change sponsorship)

- Registered Student Organization  
 University Department                      Name of the organization \_\_\_\_\_  
 Public

**Date(s) Requested:** Start Date -                      End Date -

**Contact Person**

First Name: \_\_\_\_\_                      Last Name: \_\_\_\_\_  
 Work Phone: (        ) \_\_\_\_\_                      Cell Phone: (        ) \_\_\_\_\_  
 Email: \_\_\_\_\_                      Home Phone: (        ) \_\_\_\_\_  
 Preferred Method of Contact:  Phone  Email                      Best Time to Call: \_\_\_\_\_

**Billing Address**

Campus Box / Address 1: \_\_\_\_\_ (campus box for university use only)  
 Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Event is:**  One time  Weekly  Bi-Weekly  Monthly  Other (please specify)

**Type of Event** (*ie Meeting, Reception, Performance, etc.*)

**Name of the Event:**

**Room Requested**

- Ballroom       Spotlight room       McAlister’s PDR       Founders Suite       Faculty / Staff Commons  
 North Prairie       Old Main Room       Third West Lounge       Third East Lounge       Faculty / Staff Conference  
 Circus room       BBC Activity room       First West Lounge  
 Concourse Table

**Time:** Start Time -                      End Time-

**Estimated number of Attendees:**

**Room Layout**

- Conference     U-shape     Hollow Square     Classroom     Single aisle theatre     Double aisle theatre  
 Other \_\_\_\_\_

**\*Events with food must use CDS Catering.**

**Do you plan to serve food or snacks?**  Yes  No  Not Sure

If yes, which type of catering would you prefer?     Breakfast     Lunch     Dinner     Refreshments     Hors d’oeuvre

**Do you plan to serve alcohol?**  Yes  No  Not Sure

Alcohol can only be served in conjunction with catered events. RSOs wishing to serve alcohol are required to register their event.

**Do you have any Audio/Visual/Technology needs?**     Yes  No  Not Sure

Please list them here:

**Do you plan to charge admission?**  Yes  No  Not Sure

If yes, specify the cost: \$ \_\_\_\_\_

**Other comments / Concerns:**