

Student Organization Scheduling Request Form 2022

For events more than 2 weeks out from today's date, organization officers should visit ems.siu.edu to schedule space. This form is primarily for requests less than 2 weeks out. For academic requests email academicscheduling@siue.edu.

Contact Information: all information is required for applicant and adviser

Student Organization: _____

Applicant Name: _____

SIUE Email: _____ Phone #: _____

Adviser Name: _____

SIUE Email: _____ Phone #: _____



Event Information:

Name of Event: _____

Description of Event: _____

Type of Event: Meeting Social Event Rehearsal Fundraiser Other: _____

Audience: Organization members Staff/faculty General Public General campus Other _____

Use the QR Code on this form to view our room options and setup capability.

List All Events			
<input type="checkbox"/> Check the box if the event is a weekly meeting . Please list start date & end date only.			
<input type="checkbox"/> Check the box if the event is a bi-weekly meeting (every other week). Please list start date & end date only.			
Date or Date Range	Arrival Time	End Time	Est. Attendance

1) Preferred Room: _____ Room Setup (listed on back of sheet): _____

2) Will there be an admission charge or any other type of monies collected, excluding dues, etc? Yes No

If Yes, a solicitation form must be filled out and returned to the Event Services Office.

3) Will food be served? Yes No *If yes, please refer to siue.edu/catering for Catering Services requirements*

5) List All Tech Requirements (listed on back of sheet): **Write none if no tech is required* _____

6) List Any Additional Requests: _____



If you have requests not covered by the options on this page, submit this form and then email Event Services at event_services@siue.edu or call at 618-650-3001 and we would be happy to assist you.

View MUC Reservation policies by scanning the QR code above.

By signing below, I confirm that I have read and agree to abide by all University, Morris University Center, and Event Services policies.

Applicant Signature: _____ Date: _____

For Use By Event Services Staff Only			
Date Received: _____	By: _____	<input type="checkbox"/> Scheduled Res#: _____	<input type="checkbox"/> Confirmation sent by _____ Attached by _____