###### University Housing Summer Activity Space Reservation Request Form

*This request may not be approved or an alternate space may be assigned.*

**Person Requesting Space**        **Local Phone Number**

**Cell Phone Number** **Organization/Department**

**Space requested—Check one:**

Woodland Hall:

Multifunction Room *Capacity by setup: Seated Dining-70, Theater-100*

Conference Room *Capacity: 10*

Meeting Room *Capacity: 16*

Classroom *Capacity: 36*

Lobby Area/Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **University Student Organizations 75% discount from Non-University** | **University Departments 50% discount from Non-University** | **University Classes taught for Credit** | **Non-University** |
| Lobby | N/C | N/C | N/C | N/C |
| Multi Function Room | 37.50 | 75.00 | 75.00 | 150.00 |
| Meeting Room | N/C | N/C | N/C | N/C |
| Conference Room | N/C | N/C | N/C | N/C |
| Lecture/Classroom | 25.00 | 50.00 | 50.00 | 100.00 |
| Outdoor “Woodland Bowl” Area | N/C | N/C | N/C | N/C |

***\*The rates for using these spaces are per day.***

Evergreen:

Multi Purpose Room *Capacity by setup: Seated Dining-108, Theater-160*

Classroom 284 *Capacity: 25*

Classroom 283 *Capacity: 32*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***University Student Organizations 75% discount from Non-University*** | ***University Departments 50% discount from Non-University*** | ***University Classes taught for Credit*** | ***Non-University*** |
| Multi Purpose Room | $75.00 | $150.00 | N/C | $300.00 |
| Classroom 283/284 | 37.50 | 75.00 | 75.00 | 150.00 |

***\*The rates for using these spaces are per day.***

**Date of Event:** Select date**\*** **Name of Event:**

**Estimated Attendance:**

**Start Time** (allow for set up)      \*  AM  PM **End Time** (allow for clean-up)      \*  AM  PM

\**Set up is no more than 1 hour before the event* \* *All events must end by midnight*

**Audio/Visual Requests** (Res. Hall Multifunction Room Only):  VCR  Stereo  Microphone  TV

Other

**Set up Description/Comments (Be sure to include the number of chairs and tables needed and where they should be placed). Also list any electrical needs:**

**Furniture Inventory per Building:**

Furniture will not be moved from other buildings to accommodate an event. Only respective furniture may be used; number of chairs available does not reflect the capacity limits for these spaces. Set up will occur as permitted by codes, space, and availability of equipment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Building** | **Round Tables** | **Rectangle Tables** | **Desks** |
| Woodland Hall MFR | 10 | 10 | 0 |
| Evergreen Hall multifunction room | 17 | 17 | 0 |
| Evergreen Hall classroom 284 | 16 butterfly | 0 | 0 |
| Evergreen Hall classroom 283 | 0 | 0 | 40 with arms |

By signing below, you agree to all the policies and guidelines for using University Housing space outlined on the back of this form:

**Signature of Requestor:**        **Dat**e: Select date

#### University Housing Summer Space Reservation Policies

**COVID-19 Policies**

1. All in-person Events must follow State and University Guidelines.
2. Space Capacity is dependent on State of Illinois and University safety guidelines. Please contact the Conference Coordinator for capacity details.

**Individual/Organization using the space is responsible for:**

1. Any clean up or damage charges resulting from misuse of space.
2. The conduct of your guests.
3. Vacating the space at the end of the stated ending time.
4. Adhering to all polices, procedures and guidelines for University Housing space usage.
5. Providing additional information as requested.

**Important:**

1. No outside food over $100 is allowed in any space. Food priced over $100 requires using SIUE catering.
2. No admission charge or paid ticket for admission allowed.
3. Can’t sell any products.
4. No alcohol or smoking allowed in any facility.
5. No candles or open flames are allowed; no decorations may be mounted on walls or ceilings.

**Audio/Visual Equipment**

1. All videos or films must have proper permission under copy right law for public display—proof of permission may be required.
2. Staff assistance is required to use Housing audio/visual equipment in the Multi-Function Rooms and Bluff Hall Lecture Room and must be arranged in advance.