

# CHICAGO STATE UNIVERSITY

OFFICE OF INTERNAL AFFAIRS & EVENTS MANAGEMENT

Cook Administration - ADM 208 ~ (773) 995-2407 Office ~ (773) 995-3689 Fax ~ i-affairs@csu.edu

## ROOM RESERVATIONS REQUEST FORM

This Room Reservation Request Form is required to receive approval for reserving a location for an event or activity. Once your request is approved, you will receive written notification along with a contract.

### APPLICANT INFORMATION (Please print or type.)

Requestor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department/Organization \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### EVENT/ACTIVITY INFORMATION

Name/Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Alternative Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Attendance \_\_\_\_\_

Purpose of Event (Describe the outcome and benefit of this event.): \_\_\_\_\_

Name of Speaker/Performer: \_\_\_\_\_

Who may attend this event? \_\_\_\_\_

Admission Charge: \_\_\_\_\_ Tickets: \_\_\_\_\_ Pay on Site: \_\_\_\_\_ How Much? \_\_\_\_\_

Will food and/or beverages be served? \_\_\_\_\_ Will music be provided (DJ and/or band) \_\_\_\_\_

### FACILITY REQUESTED & ROOM SET-UP AND ARRANGEMENTS

Requested Facility: (Example: Classrooms, lecture halls, conference room, etc.) \_\_\_\_\_

Set-up: (Describe how you want the room arranged and attach a sketch to this request.) \_\_\_\_\_

What time should doors be opened: For Sponsor: \_\_\_\_\_ For Public: \_\_\_\_\_

### ADDITIONAL SERVICES

\_\_\_\_ Address and/or Audiovisual

\_\_\_\_ Microphone

\_\_\_\_ Coat Rack

\_\_\_\_ Easel

\_\_\_\_ Flip Chart

\_\_\_\_ Podium

\_\_\_\_ Tables \_\_\_\_\_ How many?

\_\_\_\_ Registration Table

\_\_\_\_ Chairs

\_\_\_\_ Security

\_\_\_\_ Parking

\_\_\_\_ Other \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Applicant*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Vice president, dean, assistant provost (DOSA) and/or director (Athletics)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Facilities Manager CSU Police*