SlipperyRock University
Office of Residence Life

Building F Greater Room
Reservation Request
(Submit completed form to the Office of Housing & Residence Life, 105 Watson Hall)

Building F Room 208 has been designed as a meeting place for approved student and residence hall organizations. There is no fee if your event involves and directly benefits residence hall students. These groups have precedence for use. Outside groups, SRU offices, and approved student organizations holding closed events/meetings/banquets may make requests to use the space at the following rates: $50.00 – less than 4 hours (1/2 day) or $100.00 – more than 4 hours (full day). Reservations may be made 60 days in advance.
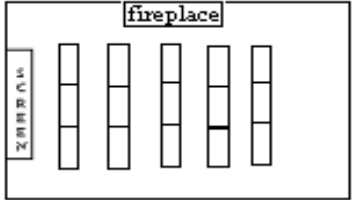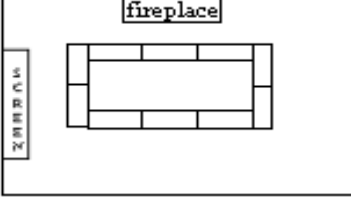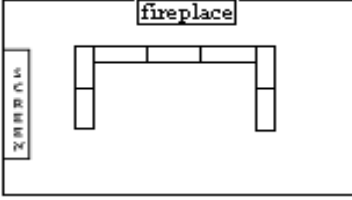
| ***Requester Information*** | ***Event date(s)*** | ***Event times*** |

Contact Person: _____   _____   _____ AM or PM

Contact Phone: _____   _____   _____ AM or PM

Contact Email: _____   _____   _____ AM or PM

Campus/Billing Address: _____   _____   _____ AM or PM

Approved student/residence hall organization name: _____

Event information

Event Name: _____ Purpose: _____

●Would you like the room prearranged for your event ? Y or N (If yes, please indicate using the configurations below or attach a drawing)	●Will the event have catering service? Y or N (contact the catering department: 724-738-2832) ●Will you be utilizing the adjoining kitchen? Y or N (Organization Advisor's signature is required below)
Number of tables needed (maximum of 20):	Expected attendance:
Number of chairs needed (maximum of 80):	Need to use the AV/Projector?

By signing below, you agree to abide by all policies and procedures including:

•Notifying the Office of Housing and Residence Life of changes or cancellations at least 48 hours in advance of scheduled event.

•Using furniture and equipment appropriately so as not to cause damage, and agreeing to pay for any damage that may occur as part of the event.

•Putting trash in receptacles, removing program materials, and returning furniture to its original position following the event.

•Adhering to start and end times of the event so as not to interfere with other reservations.

•If the event is determined, by Housing and Residence Life, to be a closed event/meeting/banquet that is not opened to all residence hall students, there will be a fee charged and collected prior to the event for use of the room.

Signature: _____ **Date:** _____

Advisor's printed name: _____Date: _____

Advisor's signature: _____Date: _____

Reservations are not complete until confirmed in writing by Housing and Residence Life Staff.

For Office Use Only: _____ Available _____Approved by:_____Date: _____

Comments: _____   # of days at $ 50 _____ = $ _____
_____   # of days at $100 _____ = $ _____
_____   **Total Cost:** $ _____
_____   Payment Method: [ ] Chargeback [ ] Check
                                         Date of Payment:_____