

BUILDING F GREATER ROOM RESERVATION REQUEST

(Submit completed form to the Office of Housing & Residence Life, 105 Watson Hall)

Building F, Greater Room, is designated as a meeting space for approved student and residence hall organizations. There is no fee if your event involves and directly benefits residence hall students. These groups have priority for use. Outside groups, SRU offices, and approved student organizations holding closed events, meetings, or banquets may request to use the space at the following rates: \$50.00 for less than 4 hours (half day) or \$100.00 for more than 4 hours (full day). Reservations can be made up to 60 days in advance.

<u>Requester Information:</u>	<u>Event Date(s):</u>	<u>Event Times:</u>
Contact Person: _____	_____	AM or PM
Contact Phone: _____	_____	AM or PM
Contact Email: _____	_____	AM or PM
Campus/Billing Address: _____		
Approved Student/Residence Hall Organization Name: _____		
Event Information – Is your event open to all Residents or closed to your group members only? ☐ Open ☐ Closed (If it is an open event, a flyer must be included with this reservation form)		
Event Name: _____	Purpose: _____	

Please Answer the Following:

Would you like the room prearranged for your event? If YES, please specify using the configurations below or include a drawing.

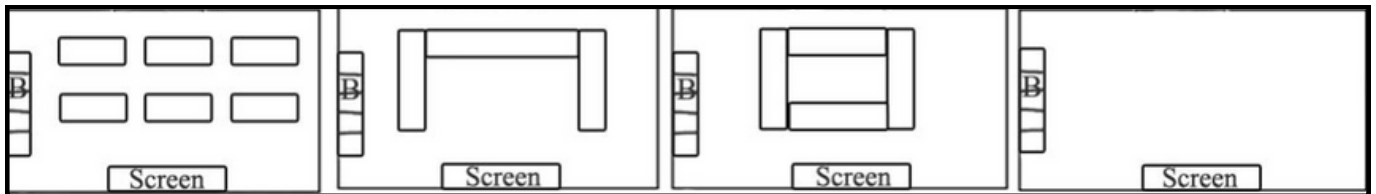
☐ Yes ☐ No

Number of tables needed (maximum of 15): _____

Number of chairs needed (maximum of 105): _____

Will the event have catering service? (Contact the catering department: 724-738-2832) ☐ Yes ☐ No

Expected attendance: _____ Need to use the AV/Projector?: ☐ Yes ☐ No



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

- Notifying the Office of Housing and Residence Life of changes or cancellations at least 48 hours before the scheduled event.
- Properly use furniture and equipment to avoid damage, and agree to pay for any damage that may occur during the event.
- Placing trash in receptacles, removing program materials, and returning furniture to its original position after the event.
- Respecting the start and end times of the event to avoid disrupting other reservations.
- If the event is determined by Housing and Residence Life to be a closed event/meeting/banquet that is not open to all residence hall students, there will be a fee charged and collected prior to the event for use of the room.

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	