SlipperyRock University℠

WATSON GREAT ROOM RESERVATION REQUEST

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

Watson Hall Room 233 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. <u>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: **Event Date(s):**   **Event Times:**

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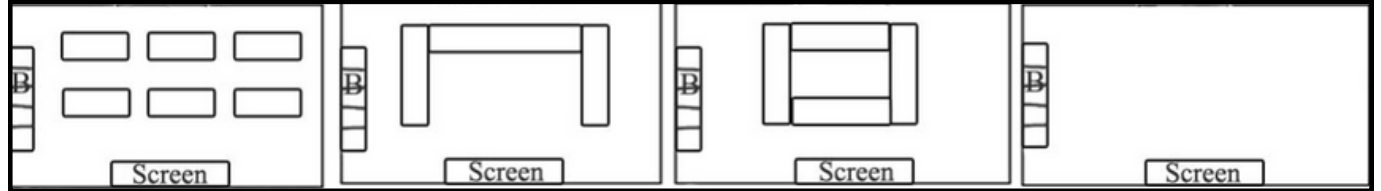
By signing below, you agree to follow all policies and procedures, including:

- 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 <u>returning furniture to its original position after the event.</u>
- 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.