**SLIPPERY ROCK UNIVERSITY - EVENT RESERVATION REQUEST FORM**

Room availability may be checked at <http://schedule.sru.edu>

(Departments submit completed form to the Student Center Information Desk or to Conferenceservices@sru.edu

Student organizations submit your reservations through [sru.edu/core](https://sru.campuslabs.com/engage/))

***Please complete all fields:***

Event Date(s):       Weekly/Recurring (Current Semester):

Event Start Time:       Event End Time:

Event Name:       Description of Event:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Department:       Anticipated Attendance:

Person Responsible for Event:      Phone Number:

Email:       Advisors Name:

Do you want to add this event to the university calendar? [ ] Yes [ ] No

Will non-SRU students/staff/faculty be attending the event? [ ] Yes [ ] No

**LOCATION & ROOM TYPE(S) REQUESTED**: (**Spaces will be determined by the anticipated attendance and the occupancy of the room)**

**Academic Building** – Keys must be checked out at the Student Center Information Desk.

**Rooms are used as is.** Building Preference:

[ ]  Large Auditorium [ ]  Small Auditorium [ ]  Classroom [ ]  Computer Lab

**CAMPUS SUCCESS CENTER**

 [ ]  Meeting Room (must provide your own laptop)

 [ ]  MPR (Capacity 300 – work orders are required for setup of tables and chairs and must be submitted 2 weeks prior to event)

**Smith Student Center** –

[ ]  Ballroom (Requires 2-week notice) Additional Setup Time Needed:

[ ]  Theater (Requires 2-week notice) Additional Setup Time Needed:

[ ]  Meeting Room(s) –Room Preference:

(*Please indicate below the seating arrangement and equipment requested)*

|  |  |
| --- | --- |
|  | [ ]  computer & projector [ ]  ZOOM Camera [ ]  other:      Rooms arrangement options: [ ] [ ] [ ] [ ] Special requests:       |

[ ]  Information Table (2-week limit and 2 people at the table limit)

[ ]  Fireplace Lounge (Available weekends and after 4pm, Monday-Friday)

[ ]  1st Floor Main Lobby

**Weisenfluh** – Food purchase required. Outside food prohibited. Presentation equipment must be requested through Help Desk, x4357.

[ ]  Large Meeting Room (seats 96; projector & sound system included) [ ]  Small Meeting Room

**Outdoor Areas** – Tables, chairs, and other equipment must be requested through Facilities, x6666.

[ ]  Student Center Patio: [ ]  Front [ ]  East Side (Bookstore side)

[ ]  Quad - Library Area [ ]  Quad - Physical Therapy building area [ ]  Quad - ATS building area

[ ]  SGA Pavilion – no more than 2 consecutive days and 3 days a week for a single event. Sound System? [ ]  Y [ ]  N

**Other:**

**[ ]** Please describe desired facility:

***Events are scheduled on a first-come, first-serve basis. However, Student Center & Conference Services reserves the right to assign and, if necessary, reassign facilities to insure the most appropriate utilization of facilities. Reservations are not complete until a confirmation notice is issued.***

1. Late-night requests to extend beyond 11pm on Friday or Saturday require 30 days’ advance notice
2. Recurring meeting requests for fall semester may be submitted beginning April 15; for spring semester, November 15.
3. Academic classroom reservations are held for processing until the course schedule is finalized for future semesters.

***By completing this form, you agree to abide by the following scheduling policies and procedures:***

1. Utilizing the facility only for university functions by recognized student organizations or university departments (all other events must contact the Student Center and Conference Services department to complete a rental agreement).
2. Using furniture and equipment appropriately so as not to cause damage, and agreeing to pay for any damage that might occur as part of the event. **Nothing may be attached to walls, windows, floors, ceilings, or railings without pre-approval.**
3. Adhering to start and end times of the event so as not to interfere with other reservations.
4. Returning the room to substantially the same condition as it was before use: returning chairs and other furniture to the original position, placing all trash in proper receptacles, signing out of computer equipment, etc.  Cleaning fees may be assessed and/or room reservation privileges may be suspended if extra cleaning is required to restore the room to a useable condition.
5. Returning all keys promptly following the event.