DELTA STATE FACILITY RESERVATION FORM

NOTE:

- Room availability should be cleared through the Union office before submitting this form.
- All non-University sponsored functions must be cleared through the Vice President for Student Affairs Office before the Union office can grant approval for room use.
- Arrangements for Housing, Food Service, and Audio-Visual equipment must be made with the appropriate department(s).
- All arrangements must be made and this form completed at least five (5) days prior to your event.
- Your activity will not be placed on the University Calendar until the event has been approved by all appropriate University officials.
- Return this form to the Union Office, Box A-2.

1. NAME OF EVENT: ____________________________________________________________________________________

2. LOCATION: Building ___________________________ Room(s)______________________________________

3. DATE: _______________ TIME: ______________ End ESTIMATED ATTENDANCE: ____________

4. CONTACT INFORMATION Name:____________________________________________________________________

Address: __________________________________________________________________

Phone: _____________________ _______________________________                        _____________________ E-Mail _______________________

5. SPONSORED BY: (organization, department, etc…) __________________________________________

6. INFORMATION ON TICKETS, FEES OR OTHER CHARGES: (prices, where/how to purchase, etc…) 
______________________________________________________________________________________________________

7. ROOM SET-UP: HEAD TABLE? Yes ____ No ____ If Yes, How Many? ______

_______ Auditorium ________ Reception ________ Classroom ________

_______ U-Shape ________ Banquet ________ Information Table ________

8. OTHER ITEMS (please specify…tables for refreshments, etc.):
_________________________________________________________________________________________________________

9. AUDIO-VISUAL EQUIPMENT? Contact OIT at (662) 846-4444 to make arrangements.

10. FOOD SERVICE? Contact the Catering Manager at (662) 846-4416 to make arrangements.

11. HOUSING? Contact the Director of Housing at (662) 846-4151 to make arrangements.

I agree to be personally liable for the welfare and safety of equipment and facilities used in conjunction with this request. Furthermore, I agree to provide the manpower necessary and will reimburse Delta State University for labor costs or damage costs as a result of this event.

______________________________________        ____________________________
Signature of Person in Charge of Event  Date

OFFICE USE ONLY

__________________________________        _________________________________  _________________________________
Vice President for Student Affairs  Date  Facility Charge

Copies Sent to:

__________________________________        _________________________________  _________________________________
__________________________________        _________________________________  _________________________________
__________________________________        _________________________________  _________________________________

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