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###### Summer Activity Space Reservation Request Form

*This request may not be approved or an alternate space may be assigned.*

**Person Requesting Space**        **Local Phone Number**

**Cell Phone Number** **Organization/Department**

**Space requested—Check one:**

Woodland Hall:

Multifunction Room *Capacity by setup: Seated Dining-70, Theater-100*

Conference Room *Capacity: 10*

Meeting Room *Capacity: 16*

Classroom *Capacity: 36*

Lobby Area/Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **University Student Organizations 75% discount from Non-University** | **University Departments 50% discount from Non-University** | **University Classes taught for Credit** | **Non-University** |
| Lobby | N/C | N/C | N/C | N/C |
| Multi Function Room | 37.50 | 75.00 | 75.00 | 150.00 |
| Meeting Room | N/C | N/C | N/C | N/C |
| Conference Room | N/C | N/C | N/C | N/C |
| Lecture/Classroom | 25.00 | 50.00 | 50.00 | 100.00 |
| Outdoor “Woodland Bowl” Area | N/C | N/C | N/C | N/C |

***\*The rates for using these spaces are per day.***

***\*Listed costs are the approved Summer 2024 costs and are subject to slight increases.***

Evergreen:

Multi Purpose Room *Capacity by setup: Seated Dining-108, Theater-160*

Classroom 284 *Capacity: 25*

Classroom 283 *Capacity: 32*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***University Student Organizations 75% discount from Non-University*** | ***University Departments 50% discount from Non-University*** | ***University Classes taught for Credit*** | ***Non-University*** |
| Multi Purpose Room | $75.00 | $150.00 | $150.00 | $300.00 |
| Classroom 283/284 | 37.50 | 75.00 | 75.00 | 150.00 |

***\*The rates for using these spaces are per day.***

***\*Listed costs are the approved Summer 2024 costs and are subject to slight increases.***

**Date of Event:** Select date**\*** **Name of Event:**

**Estimated Attendance:**

**Start Time** (allow for set up)      \*  AM  PM **End Time** (allow for clean-up)      \*  AM  PM

\**Set up is no more than 1 hour before the event* \* *All events must end by midnight*

**Audio/Visual Requests** (Res. Hall Multifunction Room Only):  VCR  Stereo  Microphone  TV

Other

**There are a limited number of set up options. Please describe your ideal number of chairs and tables needed. A University Housing staff member will contact you about your set-up.**

*Furniture will not be moved from other buildings to accommodate an event. Only respective furniture may be used; number of chairs available does not reflect the capacity limits for these spaces. Set up will occur as permitted by codes, space, and availability of equipment.*

By signing below, you agree to all the policies and guidelines for using University Housing space outlined on the back of this form:

**Signature of Requestor:**        **Dat**e: Select date

#### University Housing Summer Space Reservation Policies

**Health & Safety Policies**

* All in-person events must follow State and University Guidelines.
* Space Capacity is dependent on State of Illinois and University safety guidelines. Please contact the Conference Coordinator for capacity details.

**Individual/Organization using the space is responsible for:**

* For completing a set up request form for any non-standard set-ups during the room reservation process.
* Any clean up or damage charges resulting from misuse of space.
* The conduct of your guests.
* Vacating the space at the end of the stated ending time.
* Adhering to all polices, procedures and guidelines for University Housing space usage.
* Providing additional information as requested.

**Important:**

* No outside food over $100 is allowed in any space. Food priced over $100 requires using SIUE catering.
* No admission charge or paid ticket for admission allowed.
* Can’t sell any products.
* No alcohol or smoking/vaping allowed in any facility.
* No candles or open flames are allowed; no decorations may be mounted on walls or ceilings.

**Audio/Visual Equipment**

* All videos or films must have proper permission under copy right law for public display—proof of permission may be required.
* All audio/visual equipment usage instructions are posted in each location. Equipment should not be tempered with, altered, or wires readjusted. Malfunction of equipment should be reported to UHFM immediately at 650-2070. However, Housing does not guarantee equipment will be available or repaired during the program.
* University Housing does not have event staff onsite to troubleshoot or assist with audio/video equipment.