Student Organization Scheduling Request Form 2022

For events more than 2 weeks out from today’s date, organization officers should visit ems.siue.edu to schedule space. This form is primarily for requests less than 2 weeks out. For academic requests email academicscheduling@siue.edu.

Contact Information: all information is required for applicant and adviser

Student Organization: ________________________________________________________________

Applicant Name: ________________________________________________________________

SIUE Email: ______________________ Phone #: ______________

Adviser Name: ________________________________________________________________

SIUE Email: ______________________ Phone #: ______________

Event Information:

Name of Event: ________________________________

Description of Event: _____________________________________________________________

Type of Event: □ Meeting □ Social Event □ Rehearsal □ Fundraiser □ Other: ___________

Audience: □ Organization members □ Staff/faculty □ General Public □ General campus □ Other: ___________

Use the QR Code on this form to view our room options and setup capability.

<table>
<thead>
<tr>
<th>Date or Date Range</th>
<th>Arrival Time</th>
<th>End Time</th>
<th>Est. Attendance</th>
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<tbody>
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1) Preferred Room: ___________________________ Room Setup (listed on back of sheet): ________________________

2) Will there be an admission charge or any other type of monies collected, excluding dues, etc? □ Yes □ No

If Yes, a solicitation form must be filled out and returned to the Event Services Office.

3) Will food be served? □ Yes □ No If yes, please refer to siue.edu/catering for Catering Services requirements

5) List All Tech Requirements (listed on back of sheet): *Write none if no tech is required ________________________

6) List Any Additional Requests: ________________________________________________________________

By signing below, I confirm that I have read and agree to abide by all University, Morris University Center, and Event Services policies.

Applicant Signature: ___________________________ Date: ____________

For Use By Event Services Staff Only

Date Received: ________ By: ________ □ Scheduled Res#: ____________ □ Confirmation sent by ________ Attached by ____
Room Setup Types (please indicate on front of form)

- **Theater Seating**
  - contains rows of chairs facing the front of the room.

- **Classroom**
  - contains rows of chairs and tables facing the front of the room.

- **Round Tables**
  - contains round tables that can seat up to 9 per table.

- **Empty**
  - No tables and chairs provided. Often used with Dance Practices.

### Rooms Available (with max capacity)

**Standard Fixed Rooms**
- *Setup cannot be changed.*
  - Board Room (18)
  - Willow Room (24)
  - Magnolia Room (20)
  - SSC 0201 (12)
  - SSC 0202 (10)
  - SSC 0302 (9)
  - SSC 1201 (36)
  - SSC 1202 (18)

**Conference Center (300 capacity)**
- Conference can be combined to make larger spaces.
  - Hickory Room
  - Hackberry Room
  - Oak Room
  - Redbud Room
  - Maple Room
  - Dogwood Room

**Versatile Spaces**
- Rooms can be set up needs.
  - Meridian Ballroom (670)
  - Goshen Lounge (50)
  - Missouri Room (40)
  - Mississippi Room (60)
  - Illinois Room (60)
  - Stratton Quad
  - Fixins’ (120)

Groups wanting to utilize space within the MUC for rehearsals, dance practices, or other loud volume events are limited to the University Club, University Restaurant, or Mississippi/Illinois Rooms. This is to allow meetings to occur in the other spaces and not be interrupted by the noise.

### Available Tech Equipment

- Use of some equipment in some spaces will result in a fee. Typically, student organizations are not charged for tech unless there are damage fees, late request fees, or need for a technician. This is subject to change.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projectors</td>
<td>Laptops (Mac or PC)</td>
</tr>
<tr>
<td>Screens</td>
<td>Laptop adapters</td>
</tr>
<tr>
<td>Wireless TV's</td>
<td>VGA/HDMI/Extension Cables</td>
</tr>
<tr>
<td>Portable Wireless TV's</td>
<td>Microphones w/ stands</td>
</tr>
<tr>
<td>Wireless Presentation Controllers</td>
<td>AV Cart</td>
</tr>
<tr>
<td></td>
<td>Speakers</td>
</tr>
<tr>
<td></td>
<td>Lightning Packages for Ballroom</td>
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</tbody>
</table>

### Additional Information

Groups are expected to cleanup and remove any trash they bring into the room. Any nonstandard cleanup needed due to organizations bringing in outside food will result in a minimum $50 charge and may vary depending on the extent of time required for cleaning. Violations of this policy may result in forfeiture of scheduling privileges for a minimum of one semester.

All events serving food are required to go through SIUE Catering Services. Contact Event Services to place your order. Registered Student Organizations receive a 10% discount of all food orders. All orders must be placed 2 weeks in advance or a 15% late fee will be incurred.

### Late Requests, No-Shows & Damages

It is recommended to schedule space 2 weeks in advance using virtual EMS. Requests placed within 2 weeks of the date of the event are accommodated based on availability and are not guaranteed. Event Services reserves the right to change event locations and/or cancel events as necessary. **Groups are only allowed 3 no-shows per semester.** After the third violation, the group will no longer be able to book space in the MUC for the remainder of the semester. **Cancellations made within 24 hours of the start of the event may result in charges.** The sponsoring organization is responsible for charges, fees, and damages caused by members of the organization or anyone attending the event. Damage charges will reflect the current cost for replacement/repair. Under NO circumstances are candles, glitter, confetti, or fog machines allowed in the MUC. Usage of these items will result in revoked scheduling privileges for a determined length of time.