



Student Organization Scheduling Request Form 2025

This form is primarily for requests **less than 2 weeks out**. For events more than 2 weeks out from today's date, organization officers should visit ems.siue.edu to schedule space.
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 #:** _____



LEARN MORE ABOUT
OUR SPACES

Event Information:

Name of Event: _____

Description of Event: _____

Type of Event: Meeting Social Event Rehearsal Fundraiser Other: _____

List All Events

Check the box if the event is a **weekly meeting**. Please list start date & end date only.

Check the box if the event is a **bi-weekly meeting** (every other week). Please list start date & end date only.

Date or Date Range	Arrival Time	End Time	Est. Attendance

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 signed by Kimmel Belonging & Engagement Hub, then returned to the Event Services Office.

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

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

5) List Any Additional Requests: _____



If you have requests not covered by the options on this page, submit this form and then e-mail Event Services at event_services@siue.edu or call at 618-650-3001 and we will be happy to assist you.



View MUC Reservation policies by scanning the QR code to the left.

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

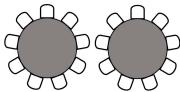
Date Received: _____ By: _____ Scheduled Res#: _____ Confirmation sent by _____ Attached by _____

Room Setup Types (please indicate on front of form)

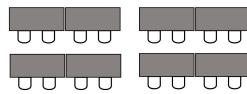
Theater Seating
contains rows of chairs facing the front of the room.



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



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



Additional Setups: Closed Conference, Open Conference, Empty (often used with Dance Practices)

Rooms Available (with max capacity)

Standard Fixed Rooms

*Setup cannot be changed.

Board Room (18)
Executive Conf. Room (12)
Magnolia Room (20)
Missouri Room (24)
SSC 0200 (50)
SSC 0302 Dremuk (10)
SSC 1201 (36)
SSC 1202 (36)

Conference Center (300)

Rooms can be combined to make larger spaces.
Setup can be changed.

Dogwood Room (60)
Hackberry Room (60)
Hickory Room (60)
Maple Room (60)
Oak Room (60)
Redbud Room (60)

Versatile Spaces

*Setup can be changed.

Goshen Lounge (50)
International Room (60)
Legacy Room (300)
Meridian Ballroom (860)
Mississippi/Illinois Room (120)
Stratton Quad
Willow Room (30)

Groups wanting to utilize space within the MUC for **rehearsals, dance practices, or other loud volume events** are limited to the **University Club, Legacy Room, 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 Tech equipment in some spaces will result in a fee.

Please refer to the current rate sheet at siue.edu/event-services/forms-policies for pricing information.

Projectors
Screens
Portable Wireless TV's
Wireless Presentation
Controllers

Laptops (Mac or PC)
Laptop adapters
HDMI/Extension Cables
Microphones w/ stands

Podium
AV Cart
Speakers
Lighting Packages for
Ballroom

Additional Information

Groups are expected to cleanup and remove any trash they bring into the room. Any nonstandard cleanup needed will result in a charge and may vary depending on the extent of time required for cleaning.

Violations of 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.