

Student Organization Scheduling Request

Prior to completing this form, please visit <https://ems.siu.edu> to check room availability.

Contact Information:

Student Organization: _____
 Org. Campus Box #: _____ Recognized Student Org. Petitioning Student Org.
 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 Information Table Other: _____

List All Events: Check the box if the event is a weekly meeting. Please list start date & end date of meetings only.

Date	Setup Time	Start Time	End Time	Est. Attendance

- 1) Preferred Room: _____ Room Setup: _____
** A list of available rooms & room setups are on the back of this sheet.*
- 2) Will there be an admission charge or any other type of income, excluding dues, assessments, etc? Yes No
- 3) Will food be served? Yes No *-If yes, please refer to the back of this page for Catering Services requirements.*
- 4) Who is the primary audience of this event? _____
- 5) List All Tech Requirements: **A list of available Audio Visual Equipment is on the back of this sheet.*

- 6) List Any Additional Requirements: _____

I have read and agree to abide by the University regulations governing use of space.

Applicant Signature: _____ Date: _____
 Adviser Signature: _____ Date: _____

For Use By KLC Staff Only

Approved by _____
 Date: _____
 Student Org Act.# _____

For Use By Event Services Staff Only

Date Received: _____ By: _____
 Scheduled Not Scheduled
**If Not Scheduled, client must be notified via email.*

Room Setups Available

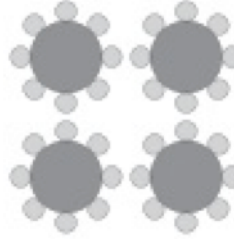
Theater Seating
contains rows of chairs
all facing the head table.



Classroom
contains rows of chairs and tables
all facing the head table.



Round Tables
contains round tables that
can seat 6-10 per table.



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

Rooms Available

Standard Fixed Rooms

**Setup cannot be changed.*

Information Tables*
**Specify Goshen or Center Court*
Board Room
International Room
Willow Room
Wabash Room
University Restaurant
University Club

Conference Center

Rooms can be combined to make larger spaces.

Hickory Room
Hackberry Room
Oak Room
Redbud Room
Maple Room
Dogwood Room

Other Available Spaces

Rooms can be set up for your needs.

Meridian Ballroom
Goshen Lounge
Missouri Room
Mississippi Room
Illinois Room
Stratton Quad

Practices/Rehearsals

Groups wanting to utilize space within the MUC for rehearsals, dance practices, or other loud volume events are limited to the Illinois Room, Mississippi Room, Missouri Room, University Club, & the Wabash Room.

This is to allow meetings to occur in the other spaces and not be interrupted by the noise.

Academic Scheduling

Limited space is available in the academic buildings for use by student organizations. The Event Services staff will check availability and book the space after the first two weeks of each semester.

Available Tech Equipment

Use of some equipment will result in a fee. All events requiring tech equipment will need to meet with Event Services to discuss the event needs and associated prices.

Microphones
Wireless Microphones
Boombox
Ipod Adapter Cables
Wireless Presentation Clickers

Laptops
Projectors
Screens
VGA Cables

Podium
AV Cart
Speakers
Lighting Packages for Ballroom

Catering Services

*Registered student organizations may bring in light food/snacks for **general meetings** involving members only (not "events") provided the cost of such food/snacks does not exceed \$100 in value. 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 must contact Catering Services to discuss food options and pricing. 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

All events occurring in the MUC must be booked through Event Services. Any requests made within 24 hours of the event will be accommodated with the space and resources available. It is recommended to schedule space at least 2 weeks in advance. Due to limited space availability, groups are only allowed 3 no-shows per semester. If a group books a space that they do not utilize, they will be notified by email. After the third violation, the group will no longer be able to book space in the Morris University Center for the remainder of the semester.

The sponsoring organization is liable for any damage to the University Center as a result of a particular event. The 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.
