Student Organization Scheduling Request
Prior to completing this form, please visit https://ems.siue.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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Setup Time</th>
<th>Start Time</th>
<th>End Time</th>
<th>Est. Attendance</th>
</tr>
</thead>
<tbody>
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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

<table>
<thead>
<tr>
<th>Standard Fixed Rooms</th>
<th>Conference Center</th>
<th>Other Available Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Setup cannot be changed.</em></td>
<td>Rooms can be combined to make larger spaces.</td>
<td>Meridian Ballroom</td>
</tr>
<tr>
<td>Information Tables*</td>
<td>Hickory Room</td>
<td>Goshen Lounge</td>
</tr>
<tr>
<td>*Specify Goshen or Center Court</td>
<td>Hackberry Room</td>
<td>Missouri Room</td>
</tr>
<tr>
<td>Board Room</td>
<td>Oak Room</td>
<td>Mississippi Room</td>
</tr>
<tr>
<td>International Room</td>
<td>Redbud Room</td>
<td>Illinois Room</td>
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<tr>
<td>Willow Room</td>
<td>Maple Room</td>
<td>Stratton Quad</td>
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<tr>
<td>Wabash Room</td>
<td>Dogwood Room</td>
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<tr>
<td>University Restaurant</td>
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</tr>
<tr>
<td>University Club</td>
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</tbody>
</table>

Rooms Available

- Hickory Room
- Hackberry Room
- Oak Room
- Redbud Room
- Maple Room
- Dogwood Room
- 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.