BHSU Student Union Room Reservations

Event Information

Date of Event *

Open to *

Members All Students Public

Event Location Requested

Please select...

2nd Location Choice

Please select...

Set Up Time * Program Time * End Time * Clean Up Time *

Estimated Attendance *

Event Title *

Event Type *

Please select...

Name of Artist/Speaker *

Sponsoring Organization(s)

Will you be soliciting or selling anything? *

Yes No

Person Responsible *

Phone * Email (BHSU) *

Account Number *

Adviser * Adviser's Phone *

Set-Up

Please note your room reservation will use the standard set-up listed above. If your event requires special set up, contact the Student Union staff at least 48 hours in advance to discuss your needs.

Please check any additional items you need for your event: *

- [ ] HDMI Cord
- [ ] Microphone (Club Buzz or Jacket Legacy Room)
- [ ] Food - Please contact Yellow Jacket Dining
- [ ] Other

Seating Style *

- [ ] Lecture
- [ ] Banquet
- [ ] Classroom
- [ ] Dance

Food

Will you be serving food or needing table linens? *

- ( ) Yes
- ( ) No

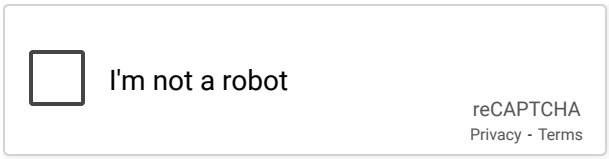
Other

Comments: Please describe what you need for a set-up and/or weekly meetings.

Agreement

By submitting this form, I understand that the facility will be left in the same condition as received. Charges will be assessed for additional clean up or damage other than acceptable wear and tear. Cancellations must be made 24 hours in advance or charges may be assessed.

Electronic Signature



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Submit