

Date Turned In \_\_\_\_\_ Time \_\_\_\_\_  
RC Staff Initials \_\_\_\_\_

Date Returned \_\_\_\_\_  
Reason \_\_\_\_\_

## Registered Student Organization Reservation Request

*Please return this form to the Student Center Office, Rankin Center 243.*

Name of Organization: \_\_\_\_\_ Box #: \_\_\_\_\_  
Delegated Booker: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail \_\_\_\_\_  
Date(s) Requested: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_  
Location: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_  
Event Name: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Purpose of Event: \_\_\_\_\_

### Type of Function

Conference \_\_\_\_\_ Concert \_\_\_\_\_ Table Space \_\_\_\_\_ Reception/Meal \_\_\_\_\_  
Semester Meeting \_\_\_\_\_ Meeting \_\_\_\_\_ Dance/Party \_\_\_\_\_ Showcase \_\_\_\_\_

**Semester meetings will exclude breaks, exam week and holidays.**

Fundraiser (If outside company state name) \_\_\_\_\_

Attach a copy of the approved Fundraising Form to this reservation request.

Will admission be charged? \_\_\_\_\_ Admission Amount \$ \_\_\_\_\_ In advance? \_\_\_\_\_ At door? \_\_\_\_\_

*(If admission is charged, there will be a facility fee. Any group not stating admission charge in advance of event will face a fine and possibly loss of reservation privileges)*

Will food service be needed? Yes \_\_\_\_\_ No \_\_\_\_\_ *Student groups must pay food costs prior to the event.*

### Set-up Requirements

Time set-up will begin \_\_\_\_\_

Time program/event begins \_\_\_\_\_

Time program/event ends \_\_\_\_\_

**Note: Room set-up and equipment requests are for Rankin Center reservations ONLY.**

#### Room Set-Up

\_\_\_\_\_ Conference style (chairs around a central table)  
\_\_\_\_\_ Auditorium (chairs only, facing a speaker)  
\_\_\_\_\_ Classroom (chairs behind tables, facing a speaker)  
\_\_\_\_\_ Banquet (Rounds or Rectangle)  
\_\_\_\_\_ Other (please explain) \_\_\_\_\_

#### Equipment (example Easel 2)

Stage Sections \_\_\_\_\_ TV/VCR \_\_\_\_\_  
Easel \_\_\_\_\_ CD/DVD \_\_\_\_\_  
Table Podium \_\_\_\_\_ Whiteboard \_\_\_\_\_  
Floor Podium \_\_\_\_\_ Table Mic \_\_\_\_\_  
Floor Mic \_\_\_\_\_ Flipchart \_\_\_\_\_  
Laptop \_\_\_\_\_ LCD \_\_\_\_\_

#### **NOTE:**

1. One-month notice is required for canceling the Dome Room and 48 hours notice is required for cancellation of meeting rooms. See facility fees on page 9 of The Student Organization Guide for Reservations.
2. A cleanup fee may be assessed for an excessive mess in the facility – minimum of \$25.00 or actual cost.
3. **Any fees must be paid the week prior to the event or the event may be cancelled.**

President's Signature \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

***THIS FORM IS A REQUEST ONLY. NO RESERVATION IS GUARANTEED.***

*For Rankin Student Center Office Use Only*

Reservation # \_\_\_\_\_ Room # \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_