STUDENT UNION BUILDING FACILITIES USE REQUEST

Person Requesting Use: ___________________ Today’s Date: _______/ _________/ ________

Organization: ___________________________ Department: ____________________________

Faculty _____ Staff _____ Student ______ Phone ___________________ ext. _______ E-mail __________________________

Requested Room(s): □ Conference Room 204 (74) □ Student Union Patio (outside Upper Level) □ Club Room 210 (25)
□ Recreation Room 101 (25) □ Duck Pond (outside lower level)

Indicate day of the week, date, and time (please indicate A.M. or P.M.) of use:

Please note requests for use outside of regular building hours require building manager or building staff to be present.

Date(s): __________ ________ Day(s) of Week: ______________

From: _______ A.M. ______ P.M. To: __________ A.M. _______ P.M.

Is this a public or private event (to note in our calendar)? Public _______ Private ______

Have any other areas outside of the Student Union been requested? Yes _______ No ______

Please list these other areas (Trophy Room, etc…): ________________________________

Will admission be charged? If so, please indicate revenue account(s): ______________________________

Will food or refreshments be served? No _______ Yes _______ (NO RED OR COLOR DRINKS THAT WILL STAIN CARPET)

If yes, will DVC provide the food? Yes _______ No _______ If no, the provider will be: ______________________________

DETAILED DESCRIPTION OF THE PLANNED EVENT, ANTICIPATED ATTENDANCE AND SERVICE DESIRED:
(Please Note: Contact the Media Center if any audio, video, overhead projector etc… we do not arrange those items)

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SCHEDULE OF EVENTS:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

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__________________________________________________________________________________________________
STANDARD CONFERENCE ROOM SETUP ARRANGEMENT:

- Faculty and Staff may request special room set up arrangement by completing DVC Staff Use of Facilities and forwarding the form in a timely manner to Central Services.
- The Student Union Building Conference room must be returned to the standard setup (sample supplied) by 1:00 pm on Tuesdays and by 2:30 on Thursday.

PLEASE DO NOT REMOVE TABLES OR CHAIRS FROM CONFERENCE ROOM

REQUEST FOR USE UNDERSTANDING:
When your party’s request for use of the Student Union Facilities is approved, it is approved with the understanding that you and your party will be responsible for returning the facilities to their original appearance. This includes returning the furniture to its original/standard arrangement and cleaning up all garbage.

Department________________________________________ Person in Charge____________________________________
/Div Chairperson Signature Signature

ASDVC President_________________________Signature Dean of Student Life__________________________
or designee __________________________Signature or designee __________________________Signature

Approval: ________ Yes ________ No Date: _________/ ________/ _________

U:/StudentlifeOffice/Student Union Bldg Use Form 8.18.14