

Student Organization [Blue Form] KILCAWLEY Meeting Room Request

& Table
Space

Name of Student Organization: [print] _____

Today's date: _____

We wish to reserve [mark one box]: table OR meeting/ event room[s]
Fill out this line for a room[s]. This is for a: Group Meeting OR Print
 Event. List name of event: _____

1. Date we wish: _____ Day of week: _____

2. OR, if this meeting/event is to occur **EVERY** week complete the boxes below:

Meeting/Event is every: M Tu W Thr Fri Sat

During: Fall term Spring term Summer term

Include: Finals Wk Breaks None of these

3. Start time/people arrive: _____

4. End time/vacate room: _____

5. Number of people to attend your meeting: _____

6. Room / Space Choice: Mark the box[s] below that fit your group's needs:

We prefer the same location each date, but when not possible, we will gladly accept **ANY** available room [or table space].

Comments: _____

We are flexible—any room [or table space] is good!!

If available; we have a preferred room [or table location]:

1stChoice _____ 2nd Choice _____

Note: Cafaro Multipurpose Room can not be scheduled for regular meetings.

7. Any special set up needs? [Podium, mic's, Cd player, DVD player, Power Point, Computer setup / Internet.] List your needs below.

8. Food? None needed. Yes, we will contact Catering.

☛ This box must be completed or your room reservation will **NOT** be processed:

Your organization's contact person about the room or table reservation:

Name: [print] _____

Cell: [_____] _____

Email: [print] _____

Your Organization's President's

Name: [print] _____

Cell: [_____] _____

☛ You **MUST** confirm with your President that you are reserving the correct day, time, and dates. **DO NOT** make the reservation unless you are **FIRM** on your dates and times! Thank you!

READ THIS!

Return this form to Kilcawley Staff Office to Student Room Reservation Desk.

1. Drop the form off. It will be returned to your student organization mail box in three school days.
2. If we have questions we will call you.
3. We will not make reservations while you wait.

THE 'BLUE FORM' CAN BE MAILED:

YSU / Kilcawley Staff Office

Chris Pullium / Reservations

One University Plaza

Younastown, Ohio. 44555-3571