Office of Housing
Meeting Space
Request Form

Check List

☐ Review the needs and locations for your event
☐ Get the Meeting Space Request Form
☐ Complete all contact information on the form
☐ Complete all event information on the form
☐ Get Advisors approval
☐ Submit form to 269 Clement Hall 7 days prior to event
☐ Receive Approval from Housing Office
☐ Advertise for event after approval
☐ Abide by University rules at your event
☐ Clean up all used spaces after event
In order to reserve a lounge or grounds area on the Housing section of campus, a student organization must submit this form to the Office of Housing, 269 Clement Hall, for approval. All requests for use of Housing property must be submitted to the Office of Housing no later than 7 days prior to the requested date of the event.

Organization and Event Information

Last Name: ________________________  First Name:________________  Middle Initial: ___________

Email Address:_________________________  Cell #:__________________________

Campus Address:_________________________  Student ID #: ______________________

Organizations Name:______________________________

Organizations Advisor:______________________________

Advisors E-mail:_________________________  Advisors Phone #:__________________________

What area of the Housing property are you requesting to use (Check all that apply):

☐ Cooper Lobby  ☐ UV 2 Lobby (F, G, or H)  ☐ Browning Hall G Basement
☐ Cooper Basement  ☐ Ellington Hall Front Lawn  ☐ Browning Hall H Basement
☐ Cooper Courtyard  ☐ Ellington Hall Lobby  ☐ Browning Hall Front Lawn
☐ UV I Lawn  ☐ Ellington Hall F Basement  ☐ Browning/Ellington Circle
☐ UV I Volleyball Pit  ☐ Ellington Hall E Basement  ☐ Browning/Ellington Volleyball Pit
☐ UV 2 Lawn  ☐ Browning Hall Lobby  ☐ Other:______________________________

For what purpose are you needing to reserve this area(s):____________________________________
_______________________________________________________________________________________

Date of Event - Month: __________  Day: __________ Year: __________ Time: __________ - __________

Does your event require electricity?:  YES  /  NO

I understand that all University and Housing rules and policies must be followed during our event. Quiet Hours begin at 8 pm in the residence halls and all events must abide by this rule. I also agree to abide by all directives given from the housing staff during this event and understand that this event may be cancelled at any time at the discretion of the housing staff. All areas used will be fully cleaned at the completion of the event and failure to do so may result in the loss of future reservation privileges:

Signature: __________________________  Date: __________________________

Advisors Signature: __________________________  Date: __________________________

Housing Approval: __________________________  Date: __________________________