***Contact Information***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Title: | |  | | | | | | | | | Banner/Vendor ID:\* | | | | | |  |
|  | | | | | | | | | | | \*Leave blank if not known. | | | | | | |
| Business/Organization Name: | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Phone Number: | | | |  | | | | | | Email Address: | | | |  | | | |
|  | | | | | | | | | | | | | | | | | |
| Type of Business/Organization: | | | | | | | | Profit | |  | | Non-Profit | | |  | | |
|  | | | | | | | | | | | | | | | | | |
| Mailing Address: | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| City: |  | | | | | | State: | |  | | | | Zip: | | |  | |

***Event Information***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of your Event:\* | | | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Dates of your Event: | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Starting Time: | |  | | | | | | End Time: | | | |  | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Estimated Number of Participants: | | | | | | | | | |  | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Is your meeting/event affiliated with the University? | | | | | | | | | | | | | | | Yes | |  | No |  |
|  | If so, please explain: | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Room Setup Required: | | | | Yes | | |  | | No | |  | | If so, attach drawing, or please contact us about your needs. | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| \* Please attach a copy of your agenda, program or event schedule | | | | | | | | | | | | | | | | | | | |

**Rooms Available:**

***(If known,* *please select room type*)**

Computer Lab(s)

* + Mac & Windows Available

Dance Studio, Square Feet: 1,982

Lecture Hall(s):

* + Room 230, Square Feet: 1,466
  + Room 505, Square Feet: 1,478

Regular Classroom(s)

* + Varity of sizes

Student Center, Square Feet: 2,052