***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