

Room Reservation Request Form for Academic Space

This form is for use by registered FSU student organizations wishing to schedule in academic space.

DIRECTIONS:

- Designate one person to deal directly with Guest Services. **Complete this form, print it and take it to Guest Services, Second Floor, Krentzman Lounge in the Oglesby Union**; alternatively, e-mail submissions will be accepted at tmatthew@admin.fsu.edu. All information is required regardless of request format submitted. Incomplete forms, or forms not received by the Union Space Reservation Office, **will not be processed**.
- Confirmation of requests will be sent by email. Please make sure your email is legible. **Until you receive a confirmation of any event in any location, do not assume that you have the area that you requested.**
- Room requests of academic space must be **received at least seven (7) full working days in advance** of the planned event date. **Requests for academic space received less than seven (7) full working days prior to the planned event will not be considered.** Please plan ahead to ensure that space is available.

1. Name of Organization
(no abbreviations please): _____

2. Date(s) requested: _____

3. Start/End Time:
(Please indicate am/pm) _____

4. Estimated
attendance: _____

Academic Space is available from 7:00 am to
10:00 pm seven (7) days a week.

5. Purpose of meeting: _____

6. Type of space needed: (Click the box for all that apply).

Tables and chairs

Auditorium seating

Equipment requested (attempts will be made to
accommodate all reasonable technology requests):

See TEC's web site for a list of general purpose rooms, equipment, and to schedule training: <http://tecs.fsu.edu>

7. Requested Bldg./Room _____

**BEL, FLH, MCH (restrictions apply) and
WMS are only options.**

8. Please indicate if accommodations for disabilities are needed. If necessary, specify accommodations:

Space may not be available in the building of your choice. Your answers to questions #4 & #7 will be used to determine which available room best suits your needs, so please be as specific as possible. Should the attendance increase/decrease, or a more appropriate space become available, we reserve the right to change the location of your function. The Union does not furnish A/V equipment or furniture for academic areas. Demonstrations of room media equipment are required if you plan to use any technology and are available upon request from ACNS; please refer to <http://tecs.fsu.edu/training> for further information. **If you plan to charge admission or sell any items you must discuss this with Guest Services when planning an event.**

STATEMENT OF RESPONSIBILITY

The event coordinator (faculty advisor) and designated club officer for each group must date and sign below.
Requests will not be processed without complete contact information for the coordinator and club officer.

By submitting this request, we affirm that we have read and understand the policies governing our use of academic space and agree to abide by those policies and procedures. We agree that at least one of the individuals below will be present for the duration of the event. We assume the responsibility for clean up and guarantee payment for any damages. **We understand that no food, drink, or smoking is allowed in classrooms. We further understand that failure to comply will result in disciplinary action and the loss of scheduling privileges for our group in both Academic and Union space.**

Faculty Advisor Name:	Club Officer Name:
Faculty Advisor SSN:	Club Officer SSN:
Faculty Advisor FSUCard:	Club Officer FSUCard
Faculty Advisor Telephone Number:	Club Officer Telephone Number:
Faculty Advisor Email Address:	Club Officer Email Address:
Faculty Advisor Signature:	Club Officer Signature: