



University of St. Thomas Student Organization Reservation Form

Point of Contact Name* _____

Email* _____
(UST EMAIL ONLY)

Phone Number:* _____

Student Organization: _____

Advisor Name, email and phone number *

Is this event outside of Facility Business hours? _____

**Outside of the Facility Reservations business hours are before 7:30 am and after 4:00 pm Monday through Friday;
Saturday and Sunday all day**

Account Number for Organization:* _____

(Account number is required in the event the room or furniture is damaged or not returned. It is also required for all overtime events.)

Name of the Event:* _____

Please describe the event*

_____.

Date of Event:* _____

Start time:* _____

End time:* _____

Number of Attendees:* _____

Are you having alcohol at your event?* yes no

Please contact the Police Department regarding the required Alcohol Permit and Policy.

Are you having food catered at your event?* yes no

Does your event require media? yes no

Please contact Media Services if the event requires media at media@stthom.edu.

*** FIELD MUST BE FILLED OUT IN ORDER TO RESERVE SPACE.**

CONFIRMATION: Acceptance of this form does not constitute a confirmation of your request. A confirmation of the date, time, and location will be sent to the contact person via email. It is the contact person's responsibility to notify Facilities Reservations at facilitiesreservations@stthom.edu of any corrections or additions that need to be made to the reservation within 24 hours of the event.

Failure to fill out the form properly will void any reservation request.

Event Reservation: If your event requires a set up for 25 people or more for example; Fall Club Fair, I-fest, Orientation, SCA Fall Carnival etc, you will need to meet with the Office of Facilities Reservations and the Office of Facilities Operations to discuss set ups.

SET UPS: If your event requires a set up, you will have an option to choose from the meeting room layouts that the Office of Facilities Reservations offers or **you must submit a diagram with your completed Student Event Equipment Request** via email to the Office of Facilities Reservations after receiving confirmation of your request within 24 hours. **We will not accept a work order set up without a diagram.** Requests for setups will not be accepted the **DAY** of the event.

CANCELLATIONS: Notice of a cancellation must be received no later than 24 hours prior to the date of the event. **Failure to cancel a room reservation within this time frame, may result in charges to the organization's account number for any labor and custodial fees.**

CHANGES TO WORKORDER SET UP:

NO CHANGES will be made to any work orders for set ups within 24 hours of set up.

RESPONSIBILITY OF ORGANIZATION: It is expected that you will exercise proper care of the facility, furniture and media equipment. Make sure all trash is properly disposed of and not left on tables and chairs.

ALTERATIONS AND DAMAGES: The student organization/reserving party shall use reasonable diligence in care of the assigned location (s), its furnishings and in the facility's common areas. The student organization/reserving party may not make alterations to University property without the specific written consent of the Facilities Operations Associate VP or designee. The student organization/reserving party agrees to pay for damage caused to University property as a result of negligence, carelessness, accident or abuse. By signing and submitting this form, you verify that your student organization is solely responsible for fees assessed due to damage, inappropriate room usage, or cleaning fees and labor services which include setups/breakdown of furniture outside of regular operating hours and non-cancelled events that require setup and custodial services.

Student Organization: _____

Date: _____

Student Organizer Signature

Room preferences:

Please select the venue you would like to reserve for your event:

Please note the quantity needed for each type of space

Outdoor Spaces:

Crooker Patio: _____ Crooker Life Mall: _____

Malloy Academic Mall: _____

Classrooms:

Seating for 10 - 20 _____ 17 - 49 _____

Computer Labs:

Seating for 10 - 24 _____ 20 - 42 _____

Multipurpose Meeting Space (i.e. Ahern, COC, Art Gallery):

Seating for 15 - 49 _____ 50 - 216 _____

Halls (i.e. Jones, Anderson):

97 - 295 _____

Please contact the people below for the other spaces you would like to reserve.

Basilian Room – Seth Romo at romos@stthom.edu or x 6978

Cullen Hall - Cynthia Everett at everetcc@stthom.edu x 3159

Crooker Hallway – Rebekah Sherman-Brown – studentaffairsdirect@stthom.edu x 3570