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| **General Information** |
| 1st Contact: |       | Name of Event: |       |
| Email: |       | 1st Date of Preference: |       |
| 2nd Contact: |       | 2nd Date Preference |       |
| Email: |       | Set-Up/Access Time: |       |
| Company/Dept: |       | Actual Start Time: |       |
| Telephone: |       | Actual End Time: |       |
| Address: |       | Estimated Attendance: |       |
| City & State: |       | Event Description: |
| Zip Code: |       |       |
| Account Number: |       |
| **Location Preference** | **Set-Up Preference:** |
| *(Building & Room if applicable)* | \*Must be coordinated or approved prior to event. |
| 1stchoice |       | [ ] Classroom | [ ] Lecture Hall or Auditorium |
| 2ndchoice |       | [ ] Table Rows (Long Rows) | [ ] Round Tables\* |
| 3rdchoice |       | [ ] U-Shape | [ ] Open Space\* |
|  |  | [ ] Theater (Just Chairs) | [ ] Custom\* |

**Space Request Form**

Please allow 7-10 business days for processing. If you have questions, please call 989-774-PLAN or email plan@cmich.edu

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| --- | --- | --- | --- |
| **Reservation:** | **Will you be having food?:** | **Audio Visual Needs:** | **CMU Affiliation:** |
| [ ] New Event | [ ] Yes | [ ] Yes | [ ] CMU Faculty/Staff |
| [ ] Add to Existing Event | [ ] No | [ ] No | [ ] CMU Class/Course |
| Ref. #:       | Comments: | If yes, please list: | [ ] External |
| [ ] Reoccurring Event |       |       | Other: |
| [ ] Copy of Previous Event |  |       |       |
| Ref. #:       |  |       |  |
| **Additional Information** |
| Will you need on-campus parking/directional signage? | Are you requiring a registration fee? |
| [ ] Yes | [ ] No | [ ] Yes | [ ] No |
| Is this event open to the public? | Are you requiring an entrance fee? |
| [ ] Yes | [ ] No | [ ] Yes | [ ] No |
| Will you need on-campus parking OR housing? | Are you fundraising during this event? |
| [ ] Parking | [ ] Housing | [ ] Yes | [ ] No |
| Comments:       |

*I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ MY BOOKING CONTRACT ONCE PROVIDED AND UNDERSTAND ITS TERMS. CMU AFFILIATED CLIENTS: I UNDERSTAND THAT I CAN BE ASSESSED A VIOLATION FOR NOT FOLLOWING THE POLICIES WRITTEN ON THE BOOKING CONTRACT. MORE THAN ONE VIOLATION OF THE POLICIES WILL RESULT IN A $25.00 CHARGE FOR EACH FOLLOWING VIOLATION.*

**YES** **[ ]  NO** **[ ]**