|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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**