

OFFICE OF STUDENT ENGAGEMENT

STUDENT ORGANIZATION ROOM REQUEST FORM



Please fill out the following information and email to stuevent@ltu.edu
or submit to the Office of Student Engagement in C404.

The Office of Student Engagement requires that room requests be placed at least one week prior to event date.

ROOM REQUEST INFORMATION:

ORGANIZATION NAME

CONTACT NAME

CONTACT EMAIL

ADVISER NAME

ADVISER EMAIL

EVENT NAME

EVENT TYPE (meeting, workshop, etc.)

EXPECTED HEAD COUNT

FIRST ROOM CHOICE

SECOND ROOM CHOICE

*Please check on <http://vcore.ltu.edu> for room availability.

Is this event open to the general student population? If yes, it will be posted on the StuGov calendar. Yes No

EVENT DATE/TIME: _____
(mm/dd/yy) (start time) (end time)

REPEAT:

RANDOM DATES: _____
(mm/dd/yy, mm/dd/yy, etc.)

WEEKLY: Repeat Every: _____ Week(s)
On:

- Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday

Until: _____
(mm/dd/yy)

A/V, FACILITIES, AND CATERING REQUESTS:

Audio/Visual, Facilities, and Catering requests must go through those departments. The links to those forms are as follow:

A/V Form: <http://ltu.edu/core/av.asp>
Facilities Form: <http://ltu.edu/core/facilities.asp>
Catering: catering@ltu.edu