

TENTATIVE HOLD REQUEST FORM

Any holds placed on a facility must be documented in the space below and filed with the Santos Manuel Student Union Scheduling Office. Please see the scheduling office for availability prior to filing, then sign and date the request form upon completion. You will have until the assigned deadline to complete the SMSU Facilities Use Request Form before your hold will be canceled and the room(s) will become available on a first come first serve basis.

CLIENT INFORMATION

ORGANIZATION/DEPARTMENT	
CO-SPONSOR	
CONTACT PERSON	
PHONE	FAX
BILLING ADDRESS	
CITY	ZIP
EMAIL	

EVENT INFORMATION

DATE OF THE EVENT <i>(If weekly request, please list all dates)</i>	
TITLE OF EVENT	
EVENT START TIME	EVENT END TIME
ROOM ACCESS START TIME	ROOM ACCESS END TIME
TYPE OF EVENT <input type="checkbox"/> MEETING <input type="checkbox"/> SPEAKER <input type="checkbox"/> BANQUET/RECEPTION <input type="checkbox"/> OTHER <i>(Please be specific)</i>	
TOTAL ANTICIPATED ATTENDANCE	

EVENT LOCATION

<input type="checkbox"/> EVENTS CENTER A	<input type="checkbox"/> EVENTS CENTER C	<input type="checkbox"/> SKYBOX 207/208	<input type="checkbox"/> FOURPLEX 215	<input type="checkbox"/> FOURPLEX 217	<input type="checkbox"/> THE BAY <i>(Only available after 6PM, Monday -Friday or any time on weekends.</i>
<input type="checkbox"/> EVENTS CENTER B	<input type="checkbox"/> THE THEATER	<input type="checkbox"/> SKYBOX 210/211	<input type="checkbox"/> FOURPLEX 216	<input type="checkbox"/> FOURPLEX 218	

** If preferred room is not available, please indicate a second choice:*

REQUESTOR'S INFORMATION

REQUESTOR'S NAME		SIGNATURE	
EMAIL	PHONE	DATE	
FOR STUDENT ORGANIZATIONS: OFFICE OF STUDENT ENGAGEMENT SIGNATURE		PHONE	DATE

FOR OFFICE USE ONLY

RESERVATION DEADLINE		
NOTES		
ENTERED BY	DATE	RESERVATION #