



VIKING UNION RESERVATIONS REQUEST

Western Washington University
 Bellingham, WA 98225 M.S. 9106

www.vu.wvu.edu

Phone: (360) 650-3450 Fax: (360) 650-7736

DATE SUBMITTED:

ROOM RESERVATION REQUEST:

DATE(S) OF EVENT:	LOCATION REQUESTED:
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GROUP/ DEPARTMENT/ AS CLUB	NAME OF EVENT:
PRIMARY CONTACT	TYPE OF EVENT:
CONTACT PHONE #	EVENT START/ END TIMES:
MAIL STOP/ AS CLUB MAIL BOX #	ACCESS/ SET READY TIME:
EMAIL ADDRESS	SPECIAL SET UP REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO

FOOD: <input type="checkbox"/> NO <input type="checkbox"/> YES—UNIV. DINING: Please contact the catering office <input type="checkbox"/> YES—NON—UNIV. DINING: Please fill out the catering exempt form at www.catering.wvu.edu	ALCOHOL: <input type="checkbox"/> NO <input type="checkbox"/> YES—BANQUET PERMIT REQUIRED (Permit applications are available—VP Student Affairs Office, Old Main 563 & must be requested at least one week in advance)	PAID PERFORMERS? (A.S. student groups only) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MAYBE If yes, see your A..S. advisor to complete contracts.
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ADMISSION: <input type="checkbox"/> NONE <input type="checkbox"/> \$ _____	CHANGE FUND (AS student groups only): <input type="checkbox"/> YES <input type="checkbox"/> NO	ESTIMATED ATTENDANCE:
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EQUIPMENT	QUANTITY	ADDITIONAL INFORMATION: (please use this space to describe your event)
TABLES		
CHAIRS		
SCREEN		
PODIUM		
STAGES		
EASLES		
COAT RACKS		
TV/DVD/VCR		
LCD PROJECTOR (AS groups only)		
LAPTOP (VU/ AS Board only)		
TECHNICAL SUPPORT		
BUTTON MAKER (1 1/4, 2 1/4)		
BUTTONS		

By signing this agreement, I agree to abide by the Policies & Procedures pertaining to this request event and am aware they are available at www.vu.wvu.edu

SIGNATURE:	DATE:
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A SEPARATE RESERVATION FORM IS AVAILABLE FOR ALL EXTERIOR SPACE RESERVATION REQUESTS