



VIKING UNION RESERVATIONS REQUEST

Viking Union Reservations Office
Western Washington University
516 High Street
Bellingham, WA 98225 M.S. 9106

P: (360) 650-6131 E: VU.Reservations@wwu.edu

Event Date(s):

Start time:

End time:

Requested Room:

Lakewood Viking Union Room(s) #

Pictures of Viking Union & Lakewood rooms can be seen here: <https://vu.wwu.edu/event-spaces>. Please call (360) 650-6131 if you need assistance.

Contact Information:

Group/Organization (if applicable):

Primary Contact Name:

Phone Number:

Email:

Secondary Contact Name (optional):

Phone Number:

Email:

Event Description (include room needs):

(Please note standard setup of rooms are shown in pictures here: <https://vu.wwu.edu/event-spaces>)

Expected Attendance:

Will there be alcohol?

Will there be food: No Yes

Do you need special setup? Yes No I don't know

To submit electronically: Download form, save pdf, and attach completed form in an email to vu.reservations@wwu.edu. Or print pdf and send to address listed at top of form. You will receive a response shortly with more details and payment information. The fee schedule for event services can be found at: <https://vu.wwu.edu/fees-schedule>.