



# 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](mailto: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](mailto: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>