

Request to Schedule Large Room for Weekly Meeting or Practice**THIS IS NOT AN OFFICIAL CONTRACT. BE PREPARED TO SHOW STUDENT IDENTIFICATION**

The Capitol, Sandburg, Regency, Diversions and Ballroom are high priority rooms that are needed by the campus community for large events. Therefore, repetitive weekly booking of these rooms in advance is only done as a request and will be assessed according to event priority. The Holmes Student Center Director determines priority. Therefore, your request for a repetitive booking of one of these rooms is subject to change and your event may be moved or re-scheduled at any time.

WEEKLY MEETING: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday**Starting Date:** _____ **Ending Date:** _____ **Event #** _____**Starting Time:** _____ **Ending Time:** _____**ROOMS:** ☐ BALLROOM ☐ DIVERSIONS ☐ CAPITOL ROOM ☐ REGENCY ☐ SANDBURG_____
Organization Name_____
Cost Center # (SA funded orgs)_____
AR#_____
Contact Name (Print)_____
Contact Signature_____
Phone #_____
email address**AUDIO/VISUAL NEEDS:**

Will music be played at event? ☐ yes ☐ no Will group have own self contained band? ☐ yes ☐ no
☐ Power Point ☐ Microphone (corded) ☐ AV Technician (if available) ☐ Lectern ☐ Microphone (wireless)

Note: All events using amplified sound must be coordinated with the HSC Audio Visual Department at least one (1) week prior to the event. HSC reserves the right to regulate levels of amplified sound. For more information, contact the HSC Audio Visual Department at 815-753-1387.

ROOM SET UP NEEDS:

Chairs: _____

Tables: _____

REQUIRED SIGNATURES:_____
Advisor's Name (Print)_____
Advisor's Signature_____
NIU PD Name (Print)_____
NIU PD Signature

***** This request may be cancelled on _____ if you do not complete this form and return it to the HSC General Office a minimum of one week prior to the first listed event date.**

*****Please be aware that you cannot bring food and drink to your event**