

Request for Latino Center

- Smart Classroom Atrium
 Student Lounge Conference room Computer Lab

NIU Department / Organization			
Name of Applicant			
Phone Number		Email:	
Date Requested		Start Time	End Time
Purpose for Room			
Number of People Expected			
Will food be served?	Yes <input type="checkbox"/> No <input type="checkbox"/> Food and drink will be allowed with special permission and should be confined to the Atrium/Student Lounge. Any spills should be cleaned up immediately. Dispose of trash. <input type="checkbox"/>		
Description of Equipment Needed If NIU tables/chairs are needed, YOU will need to request them from Distribution Services through the online "Event Support Request" form.	DVD <input type="checkbox"/> LCD Projector <input type="checkbox"/> <input type="checkbox"/> Tables _____ Video <input type="checkbox"/> Power Point <input type="checkbox"/> <input type="checkbox"/> Chairs _____		
NIU Account Number (Required)			
Damage will be billed			
Faculty Advisor (Required for all NIU Student Organizations)	Name		Phone #
	Signature		

Smart Classroom and Atrium hours of operation are:

- Fall and Spring Semester - 8 am – 9:30 pm, Monday - Thursday, 8 am - 4:30 pm, Friday *
- Summer Semester - 7:30 am - 5:30 pm, Monday - Thursday
- Semester Breaks - 8 am - 4:30 pm, Monday - Friday

*Building use requests must be made at least 5 working days prior to the date of the event/meeting before the reservation will "go in the book."

*Requests for building use on Friday evening/Saturday/Sunday need specifics outlined in an email to Christina Abreu, CLLAS Director at cabreu@niu.edu and Luis Santos-Rivas, LRC director at lsantosrivas@niu.edu and copy to annelson@niu.edu (CLLAS) and lvargen@niu.edu (LRC) for permission.

You can request just the Classroom or just the Atrium, but an event scheduled in either of these areas will preclude an event happening in the other space (because of proximity.)

Events in the Student Lounge need to be aware that classes or other activities might be happening in the classroom or the atrium and most times the computer lab will be available for study. Keep sound levels respectable.

Building activities must be mindful of computer lab/study/office users for traffic and sound volume.

Activities should not involve Newman grass space/lot.

Use of College View Court drive must include **organization** notifying adjoining properties and any parked cars (in advance.) [Newman Center, Southeast Asian Studies, Physical Education]

Student groups reserving the Latino Center on the same day each week for the semester do so realizing that they will be asked to move in case of a conflict with a colloquium speaker/special event.

Filled out and signed Reservation Forms are to be given to any Latino Center Secretary. It is the responsibility of the organization to monitor the progress of the request.

Signature of Applicant

Date

Approved by: _____

Date: _____