



NORTHERN ILLINOIS UNIVERSITY

Student Involvement and Leadership Development

Division of Student Affairs

CLB 100 REQUISITION FORM

Campus Life Building, Room 150
815-753-1421

studentinvolvement@niu.edu

- CLB 100 requests must be made at least **2 weeks** prior to the date of the event. Complete the form in its entirety. Reservations can be made by Student Organization officers or Department Staff. Please ensure Student Organization information is accurate and up to date in Huskie Link <https://niu.campuslabs.com>. NIU Departments and Student Organizations must provide an established cost center or accounts receivable number.
- If your room request is approved, a contract* will be emailed to you.
- Please review, sign and return the contract to: Student Involvement and Leadership Development, Campus Life Building, Room 150.
- You are responsible for leaving this room clean and in its standard set up. This includes technology provided. Charges may apply if the room is not left clean or returned to its standard set up.

Department/Organization	
Organization Address	
Applicant's Name	
Applicant's Phone	
Applicant's Email	
Dept.'s Account Number	
Date(s) Requested	
Start Time	
End Time	
Room Requested	CLB 100
Purpose for Room	
# of People Expected (capacity is 80)	
Room Set Up	<i>This room is set in a standard hollow square for 40</i>

*The following equipment is available for use at no charge; however, if the equipment is found to be damaged and not in good working order, the full item replacement cost will be charged to your account number:
Personal Computer, LCD Projector, and Speaker System.*

Do you plan to have food? (Circle one) **YES** or **NO**

Please be aware that a \$21.00 minimum/hr. fee will be billed by Building Services if the room is not left clean and in the standard room set.

***PLEASE NOTE:** This is only a request and not a contract for your space. If your request is approved, a contract will be emailed to you. Please review, sign and return the contract to the SILD office. Cancellations should be e-mailed to studentinvolvement@niu.edu at least 2 business days prior to the event to avoid charges for services.

Applicant's Signature

Advisor's Signature and Phone Number (required for Organizations)

Date

For Office Use Only

Organization is: Recognized/Suspended

Verified by: _____

Date Received: _____