



NORTHERN ILLINOIS UNIVERSITY

Student Involvement and Leadership Development

Division of Student Affairs

SPACE REQUISITION FORM

Campus Life Building, Room 150

815-753-1421

studentinvolvement@niu.edu

- Please use a separate form for each type of reservation request.
- Requests must be made at least **5 working days** prior to the date of use.
- Only Student Association recognized student organizations in good standing and up to date in Huskie Link, and university departments can reserve space on campus. Space may not be used to “front” outside commercial vendors.
- **Tables:** Organizations are allowed to reserve a table a maximum of **5 days in any one month**. Only 2 tables may be reserved on any one day, but each must be in a different building. The person(s) staffing the table must be from the Student Organization indicated below. Any reference to alcohol is not appropriate for fundraising purposes.
- **Rooms:** Please be aware that an **account number is required when reserving a Smart Room**. Provost guidelines must be followed when using rooms and rooms must be left in their original set up. Only Student Association recognized student organizations in good standing and up to date in Huskie Link could reserve rooms. University Departments must reserve rooms through Registration and Records.

Organization			
Applicant's Name		Applicant's Phone	
Account Holder or Treasurer's Name			
Organization's Cost Center or Account Number		Applicant's Z ID	
Date(s) Requested			
Start Time		End Time	
Table Request	Circle preference below	Room Request	Circle preferences below Number of Guests
DuSable Informational Table		DuSable	Smart or Non-Smart
DuSable Fundraising Table		Faraday Hall	Smart or Non-Smart
Wirtz Table		Graham Hall	Non-Smart only
		LaTourette Hall	Smart Room only
		McMurry Hall	Smart or Non-Smart
		Psy-Computer	Smart Room only
		Reavis	Smart or Non-Smart
		Visual Arts	Smart Room
		Wirtz	Smart or Non-Smart
Purpose: Promotional, bake sale, meeting, speaker, etc.)		Noise levels will not exceed 50 dBA (decibels) inside any classroom building while classes are in session. Amplified sound is prohibited when it disrupts NIU educational activities and university business.	

PLEASE NOTE: This is only a request and not a contract for your space.

If your table request is approved, a contract will be emailed to you. Please review, sign, and return the contract to our office.

If your room request is approved, a confirmation will be e-mailed to you. Cancellations should be made at least 2 business days prior to the event to avoid charges for services.

Applicant's Signature

Date

Applicant's email (Z ID or Outlook **ONLY**)

Advisor's Signature (In signing this request, you agree that you and your organization will abide by the Guidelines for Use of General Purpose Smart Classrooms set by the Provost office.)

Date

For Office Use Only

Organization Recognition Verified By: _____

Date Received: _____

Last updated: 12/11/2018

For Office Use Only

Organization Recognition Verified By: _____

Date Received: _____

Last updated: 12/11/2018