

## Space Request Form For E&G Space

Name of Sponsor \_\_\_\_\_

UIN of Sponsor \_\_\_\_\_

Sponsor's Contact information:

- Phone \_\_\_\_\_

- Email \_\_\_\_\_

Group Requesting Space

Name of group \_\_\_\_\_

Group Contact Info:

- Name \_\_\_\_\_

- Phone \_\_\_\_\_

- Email \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Space or Building and Room(s) requested \_\_\_\_\_

\_\_\_\_\_

Number of Attendees \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

(Events may only be requested one semester at a time)

Hours of Event \_\_\_\_\_

Will there be food at this event? Except for potluck events, catering must be requested through Aramark or a waiver sought (waiver link).

\_\_\_\_\_

Approval by FMC \_\_\_\_\_

Approval by VP, A&F \_\_\_\_\_

If approved, AVP of FMC or designee will notify:

Registrar or Dean/Dept. Head of Space \_\_\_\_\_

Parking Services \_\_\_\_\_

Public Safety \_\_\_\_\_