

Holmes Student Center Room Request Form

Organization/Department			
Name		Position Title	
Phone		Email	
AR/Cost Center #		# of People Attending	
Event/Activity		Will you be selling tickets to this event?	
		Yes	No
Date of Event	Start Time	End Time	Set Up Time
Venue Preference (circle one)			
Main Floor:	Sandburg Regency Duke Ellington Ballroom Capitol	16th Floor: Sky Room	
2nd Floor:	Illinois Lincoln Douglas University Suite Heritage		
Tower:	Large Meeting Room Small Meeting Room	Other: _____	
Services (fees may apply)			
Audio/Visual Needs: Laptop Projector Screen Sound Microphone Lectern Lighting Tech On Duty			
Other: _____			
Catering Needs: Refreshments Snacks Breakfast Lunch Dinner Dessert			
Other: _____			
Room Set Up Needs: Head Table Theater Hollow Square U-Shape Classroom Special Set			
Other: _____			

Please Note: This is only a request and not a contract for your space. If your request is approved, a reservation confirmation will be emailed to you.

Student Organizations: After booking the space for your large event, please go to <https://niu.collegiatelink.net/> to fill out a Huskie Link Event Submission form with the complete details of your event. A mandatory Production Meeting with HSC staff is required one week prior to large student events hosted in the HSC.

Policies: The Holmes Student Center Policies and Procedures are posted on our website for your review. All clients will be held accountable to those policies. Please direct any questions or concerns to HSC management. Fees may apply for services, same day requests, and no shows.

By signing this document, I acknowledge that I have read and fully understand all Holmes Student Center, On Campus Social Event, and Events and Conference Services Policies and agree to hold my group accountable to them while utilizing space in the Holmes Student Center.

Signature: _____ **Today's Date:** _____

For Office Use

Received By: _____ Date & Time: _____ Confirmation Emailed On: _____

Additional Notes: _____

Production Meeting Date: _____ 8/17