REQUEST FOR SPACE FORM
Campus Scheduling
MLK, Jr. University Union, Room 2420
600 Lincoln Ave.
Charleston, IL 61920
Phone: (217) 581-3861 Fax: (217) 581-7064
Email: camsched@eiu.edu
www.eiu.edu/~union/facilityrequest.html

On Campus Groups: All charges due must be paid within 30 days.
Off Campus Groups: All charges due must be paid two (2) weeks
PRIOR to the event.

Non-University organizations are required to provide the University with proof of insurance for $1,000,000 liability coverage for property damage, bodily injury and/or personal injury. Insurance can be purchased through Eastern Illinois University at 217-581-2921.

ALL food served in the University Union must be provided by Panther Catering.
□ (217) 581-5326 for more information

Equipment and Audio/Visual Requests
□ Chalkboard  □ TV/VCR  □ Portable A/V Cart
□ Lectern  □ CD Player  □ Portable Staging
□ Overhead  □ Easel  □ Portable Screen
□ Slide Projector  □ Microphone  □ PowerPoint

Check with Campus Scheduling for usage charges

Office Use Only
Request taken by: ___________  Labor: $ ___________
Data: ___________  Room Rental: $ ___________
Checked: ___________  Misc.: $ ___________
Emailed: ___________  Misc.: $ ___________
Deposit Amount: $ ___________  Total: $ ___________

Today’s Date: ___________  Confirmation No. ___________
Organization: _______________________________________________________________________
Title of Event: _______________________________________________________________________
Person Making Request (print): ________________________________________________________
Address: ___________________________________________________________________________
City: ___________________  State: ______  Zip: ___________
Phone: ___________________  Email: ___________________
Date of Event: ___________________  Type of event: ___________________
Room Requested: ___________________  Estimated attendance: ___________________
Time of Event: ___________ am/pm TO ___________ am/pm
Room Reserved from: ___________ am/pm TO ___________ am/pm
Admission or contribution taken at event or in advance: □ YES  □ NO

*All confirmations will be emailed unless you do not have an email address

Additional Information

□ Teleconference (Please contact Telecom 581-5951)

**Please see reverse side regarding posting of materials around the building or contact Campus Scheduling for a printout of posting policies.**

Facility
Alumni Lounge  $30  $75
Grand Ballroom  $50  $400
University Ballroom  $40  $300
Union Meeting Rooms  $15  $45
Rathskeller/7th Street  $25  $150
Rathskeller Loft  $25  $100
1895 Room  $25  $100
Lantz Gym**  $150  $600
Lantz Fieldhouse  $75  $200
Student Rec Center  CALL  CALL

Room Rental Charges
On Campus*  Off Campus

Coleman Auditorium  $30  $75
Phipps Lecture Hall  $30  $60
Lumpkin Auditorium  $50  $100
Lumpkin Classrooms  $15  $25
Pavilions  $40  $75
Buzzard Auditorium  $30  $100

*On Campus users are charged a fee when admission is charged at the event.
** Special Events have additional charges.
DIRECTIONS FOR COMPLETING “REQUEST FOR SPACE FORM” AND USER RESPONSIBILITY INFORMATION

The Campus Scheduling Office is eager to assist you with your upcoming event and is responsible for scheduling all University facilities.

Requesting a Room or Facility:
- All information on the “Request for Space Form” must be printed legibly or typewritten.
- “Request for Space Forms” submitted by a student organization must be signed by a faculty/staff advisor who agrees to share the responsibility for the use and care of facilities with the organization’s officers and members.
- All scheduling for meeting space must be made two (2) working days in advance of the event.
- Audio/Visual requests must be made three (3) working days in advance of the event.
- If cancelling a reservation, please notify the Campus Scheduling Office thirty-six (36) hours prior to the scheduled event in writing. If cancelling food service requested, please notify Panther Catering forty-eight (48) hours prior to the scheduled event.
- Special events, such as conferences, banquets, luncheons, parties, wedding receptions, etc. must be scheduled four (4) weeks prior to the date of the event.
- No space will be held for any organization until this form is completed.
- Meeting rooms will be available at the schedule time of event unless other arrangements have been made at the time of reserving the room. Rooms will be “standard” setup unless special setup has been requested prior to the event. “Standard” setup is the normal operating arrangement of the facility.

Room Setups:
- All “special” setup requests must be received at least five (5) working days in advance of the event. “Special” setups are room arrangements for the Grand Ballroom, University Ballroom and any special requests for any other facility (concerts, job fairs, weddings, pageants, etc.)
- Diagrams for physical arrangements may be submitted to the Campus Scheduling Office.
- The sponsoring person/group is responsible for leaving the assigned space in the same condition as when the activity began. Misuse of the facility may result in refusal of permission for future use and/or charges for additional cleaning of the facility. Under no circumstances are the chairs, tables or any furnishings in the room to be rearranged or removed from the room. Furnishings can be moved only by the Campus Scheduling Staff, Building Service Workers and Building Supervisors.

MLK, Jr. University Policies:
- Alcoholic beverages MAY NOT be served at events unless approval is received from the Vice President of Student Affairs. Liquor request forms may be picked up in the Campus Scheduling Office or on the University Union website by clicking on the Campus Scheduling link. The form is located under the “Policies and Procedures” heading.
- Events must be concluded at the time prior allotted to each person/group.
- **A MINIMUM OF $25 WILL BE CHARGED FOR ANYTHING ATTACHED TO WINDOWS, WALLS, DRAPES, POSTS OR FURNISHINGS WITHOUT PRIOR APPROVAL. PLEASE CHECK WITH CAMPUS SCHEDULING BEFORE POSTING INFORMATIONAL FLYERS OR PUTTING UP DECORATIONS.**
- No glitter, open flames or smoke machines are allowed by non-university personnel.
- The University Union DOES NOT lend out furnishings for use outside the building.
- ONLY animals trained to assist the disabled are allowed in University facilities.
- Recognized Student Organizations and University Departments will be granted free use of the facilities unless an admission or registration fee is assessed.
- Lotteries and raffles are prohibited.
- Eastern Illinois University is a smoke-free campus. Smoking is prohibited inside campus buildings and the stadium. Smoking is permitted outside buildings in limited designated smoking areas only.
- No vendors may schedule space for display or selling of any products in the Union. There are no sales allowed in the Union.
- Diaries for physical arrangements may be submitted to the Campus Scheduling Office.

Additional Services:
- To secure “reserved” parking in the metered lot around the Union, contact (217) 581-3616.
- Parking tickets issued to sponsors, performers, participants or students, as a result of an expired meter will be the responsibility of the individual.
- Marquee advertising request forms are available in the Campus Scheduling Office.
- Decorations for your event can be arranged by calling (217) 581-5122.

Additional Costs:
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I have read and understand the University Union “Statement of User Responsibility”.

Signature of Applicant: ___________________________ Email: ___________________________
Advisors name (print): ___________________________ Email: ___________________________
Advisor’s signature: ___________________________ Phone: ___________________________

The Campus Scheduling Office reserves the right to adjust room assignments in order to accommodate the needs of the University facilities. As a last resort, this may also include the cancellation of a previous confirmation.