

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 students must be signed by a faculty or 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.
- No space will be held for any organization until this "Request for Space Form" is completed.
- Meeting rooms will be available at the scheduled time of event UNLESS other arrangements have been made at the time of reserving the room. Rooms will be "standard" set-up UNLESS special set-up has been requested prior to the event. "Standard" set-up is the normal operating arrangement of the facility.
- Audio/Visual requests must be made three (3) working days in advance of the event.
- If canceling a reservation, please notify the Campus Scheduling Office thirty-six (36) hours prior to the scheduled event in writing. If canceling 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 three (3) weeks prior to the date of the event.

Room Set-ups

- All "special" set-up requests must be received at least five (5) working days in advance of the event. "Special" set-ups are room arrangements for the Grand Ballroom, University Ballroom, and any special requests for any other facility. For example: concerts, job fairs, pageants, weddings, etc.
- Diagrams for physical arrangements may be submitted to the Campus Scheduling Office for "special" set-up.

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 Campus Scheduling Staff, Building Service Workers, and Building Supervisors.

MLK Jr. University Union Policies:

- Alcoholic beverages MAY NOT be served at events unless approval is received from the Director of Student Services (ph: (217) 581-6396). Liquor request forms may be picked up in the Campus Scheduling Office.
- Events must be concluded at the time period allotted to each person/group.
- Since the use of tape and tacks will soon deteriorate the Union, nothing may be attached to windows, walls, drapes, posts, or furnishings without prior approval. Please check with the Campus Scheduling Office before putting up decorations. No Open Flames Are Allowed by Non-University Union Personnel.
- The University Union DOES NOT loan furnishings for use outside the building.
- ONLY animals trained to assist the handicapped 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 building and the stadium. Smoking is permitted outside buildings in limited designated smoking areas only.

Groups, which have reserved EIU facilities, will be held liable for all behavior of any individuals attending events. Such groups will also be responsible for the damage of any equipment and/or the facilities.