

**Iowa State University Memorial Union  
Room Request for Recognized Organizations  
and University Departments**

Organization \_\_\_\_\_ Organization Type Student Department \_\_\_\_\_  
 Contact \_\_\_\_\_ Contact Email \_\_\_\_\_  
 Phone \_\_\_\_\_ Account # \_\_\_\_\_

**Event Information**

Event Title\* \_\_\_\_\_  
*\*This is how it will appear on "Today in the Unions" event listings*

Number of People Attending \_\_\_\_\_

Is the event open to the public? \_\_\_\_\_ (If yes, Recognized Orgs. will need to fill out an Event Authorization form)

Room Requested\*\* Option #1 \_\_\_\_\_ \*\*This will not guarantee the room placement. Event Management reserves the right to place you in an appropriate room based on your needs.  
 Option #2 \_\_\_\_\_

Regularly Scheduled Meeting (i.e. weekly, bi-weekly, monthly)

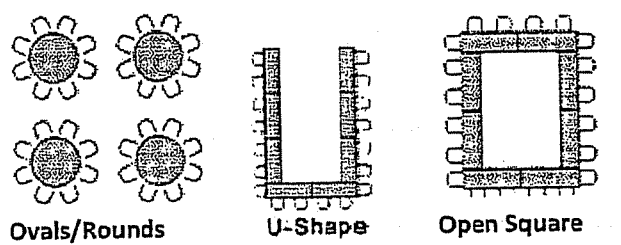
Frequency \_\_\_\_\_ Day of the Week \_\_\_\_\_  
 Start Date \_\_\_\_\_ Start Time \_\_\_\_\_ am pm  
 End Date \_\_\_\_\_ End Time \_\_\_\_\_ am pm

Special Event (one time event)

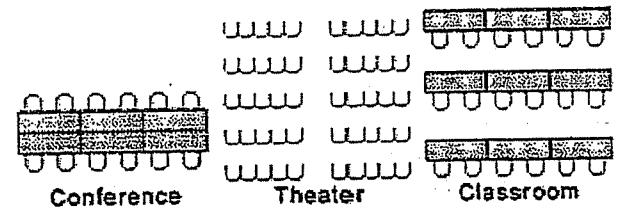
Date \_\_\_\_\_ Describe event: \_\_\_\_\_  
 Start Time \_\_\_\_\_ am pm \_\_\_\_\_  
 End Time \_\_\_\_\_ am pm \_\_\_\_\_  
 Pre-Access Time \_\_\_\_\_ am pm Will alcohol be served? \_\_\_\_\_

**Room Set-up**

- Ovals/Rounds
- U-Shape
- Conference
- Open Square
- Theater
- Classroom\*
- Other\* *\*May incur additional charges for these set-ups*



- Registration Table (One table-cloth and skirted)  
Number of chairs at table(s) \_\_\_\_\_
- Head Table (cloth and skirted)  
Number of chairs at table(s) \_\_\_\_\_



## Event Services

These are items you can request in addition to your basic room set-up. Prices are for Recognized Organizations and University Departments. Non-university affiliated groups should request a price quote.

- |   |  |
|---|--|
| <input type="checkbox"/> Catering<br>*All Food & Beverage be catered by ISU Dining          | <input type="checkbox"/> Phone Service (\$100.00)<br>*10 day notice required   |
| <input type="checkbox"/> Chalkboard/Bulletin Board<br>How many? _____                       | <input type="checkbox"/> Piano (\$20.00/each)<br><input type="checkbox"/> Grand Piano<br><input type="checkbox"/> Upright Piano<br><input type="checkbox"/> Piano Tuning (\$100.00)<br>*Requires 2 week notice |
| <input type="checkbox"/> Choral Risers (\$25.00/each)<br>How many? _____                    | <input type="checkbox"/> Platforms (\$20.00/section)<br>* All sections are 6x8. Event Management Staff will work with you on determining amount.   |
| <input type="checkbox"/> Coat Racks<br>How many? _____                                      | <input type="checkbox"/> Podium  |
| <input type="checkbox"/> Cocktail tables<br>How many? _____                                 | <input type="checkbox"/> Room Dividers (\$15.00/each)<br>How many? _____   |
| <input type="checkbox"/> Crowd Control Stanchions (\$10.00/each)<br>How many? _____         | <input type="checkbox"/> Tablecloths (gray) (\$3.00/each)<br>How many? _____   |
| <input type="checkbox"/> Display Tables (cloth & skirted) (\$10.00/each)<br>How many? _____ | <input type="checkbox"/> Water Set-up (for presenters)   |
| <input type="checkbox"/> Easels<br>How many? _____  | <input type="checkbox"/> Wheelchair Lift   |
| <input type="checkbox"/> Ethernet Line (\$75.00)<br>*10 day notice required                 | <input type="checkbox"/> Whiteboards (portable)<br>How many? _____   |
| <input type="checkbox"/> Flip chart/Easel/Markers (\$15.00/each)<br>How many? _____         |  |

## Audio/Visual Needs

Great Hall, South Ballroom, Sun Room come equipped with a LCD Projector, DVD/VHS Player, iPod/laptop connection, lapel wireless mic, handheld wireless mic, and wired mic. All large meeting rooms come with one free wired microphone.

- |  |   |
|--|---|
| <input type="checkbox"/> AV Tech (\$11.00/hour/person)                           | <input type="checkbox"/> Monitor Speakers (\$25.00/each)<br>How many? _____           |
| <input type="checkbox"/> Empty Media Cart (\$12.00/each)<br>How many? _____      | <input type="checkbox"/> LCD Projector<br>(Free/ Recognized Orgs., \$160/Univ. Dept.) |
| <input type="checkbox"/> Microphone - Handheld (\$20.00/each)<br>How many? _____ | <input type="checkbox"/> Spotlight Usage (\$45.00)                                    |
| <input type="checkbox"/> Microphone - Lapel (\$20.00/each)<br>How many? _____    | <input type="checkbox"/> TV/VCR/DVD (\$51.00/each)<br>How many? _____                 |
| <input type="checkbox"/> Microphone - Wired (\$4.00/each)<br>How many? _____     |   |

I understand that this request does not confirm reservation of space/equipment within the Memorial Union. It is the responsibility of the above group and the person reserving the rooms, to know and abide by the policies of the Memorial Union. A copy of the policies is available upon request at the Event Management Office.

Signature \_\_\_\_\_

Date \_\_\_\_\_