Student Organization
Facility & Space Request Form

NOTE: Please submit this form at least TWO WEEKS prior to date of event as space availability is based on a first come, first served basis.
Facility Request Confirmation will be sent via email to person(s) indicated below.

Sponsoring Organization: ________________________________

Name: ________________________ Date of Request: ________________________________

Email Address: ________________________ Phone/Ext.: ________________________________

Advisor: ________________________________

Facility Requesting:

☐ Pilla Atrium
☐ Mullen Commuter Lounge

☐ Mullen Little Theatre
☐ Other ________________________________

Date of Event: ________________________________ Expected Attendance: ________________________________

Event Name and Description: ________________________________

Set-Up Time: __________ AM  PM  Will Advisor be present during event?  YES or NO

Actual Time of Event:  __________ AM  PM  __________ AM  PM

Set-Up Description:

Room Configuration Request  ______ # of Tables  ______ # of Chairs

☐ Podium  ☐ Room Cleared (empty)  ☐ Auditorium Style

☐ U-Shaped  ☐ Classroom Style  ☐ Other (Add Description)

Media Needs:

☐ Microphone  ☐ Laptop  ☐ Projector & Screen  ☐ Sound System & Speakers

Food Service Needs:

☐ Metz Foodservice (must be used for the Pilla Center unless granted special permission)
☐ Other: ________________________________

Please attach a room/space diagram to be shared with facilities staff for set-up

Student Organization may be asked to provide additional assistance to the Assistant Director of Student Activities to secure items requested in Set-Up Description

Advisor Signature ________________________________ Date ________________________________

Please return this form to: The Director of Student Activities,
Mullen 130 F

_______________ Request Granted  _______________ Request Denied

Comments: