



# Facility/Services Request

## University of Missouri-St. Louis

Office of Building Operations • Division of Administrative Services

8001 Natural Bridge Road • 218 Millennium Student Center • St. Louis, MO 63121 • 314-516-4346 • 314-516-5320 Fax

All requests must be submitted four working days prior to event.

Today's Date: \_\_\_\_\_ Event Title: \_\_\_\_\_

Dept./Group Name: \_\_\_\_\_ Co-Sponsor's Name: \_\_\_\_\_  
(No abbreviations please.)

Contact Person(s): \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Day Evening

Payment Method:  11-digit acct # \_\_\_\_\_  MoCode \_\_\_\_\_  Check  Other \_\_\_\_\_  
Faculty, student organizations, and staff must submit their 11-digit account number and MoCode for billing.

Type of Group:  Faculty/Staff  Campus (UMSL)  Off-Campus \_\_\_\_\_  Info. Table  
 Profit  Non For Profit, if so, Fed . Id # \_\_\_\_\_  Vendor Sales Specify Type of Sales \_\_\_\_\_

For Student Organizations - Type of Organization:  Registered  Recognized Is this a fundraiser?  Yes  No

Will admissions be charged?  Yes  No Will there be an off-campus speaker?  Yes  No

All students reserving space should be familiar with procedures in the Student Organization Survival Manual. Performance Agreement and Fundraiser forms must be obtained from and approved by the Office of Student Activities, 366 MSC. A copy of the approved fundraiser form must accompany the Scheduling Request form. Student organizations must have estimated cost of audio-visual equipment approved by Student Activities. See below. \*

Date of Event	Space Requested	Start Time	End Time	Number Attending	Set-Up Style

**Room Setup Choices: Theater, Conference, U-Shape, Banquet Rounds, Circle of Chairs, Closed Square.** Special setups require a diagram. The Pilot House is set up "as is". The Scheduling Office reserves the right to move a scheduled event to another location.

**Audio-Visual Requests:** For consultation, call 516-5573. Weekdays require two working days notice; weekends require five working days.

Date of Event	Space Requested	Start Time	End Time	Equipment	Total Hours Needed

A Notice of Change form must be submitted for all revisions. Only three changes will be accepted per booking, so please plan carefully. An administrative fee of \$10.00 will apply for each additional change. If the setup information is not received four working days prior to the event, the reservation will automatically be deleted. We cannot guarantee that all of your needs will be met past the deadlines. You will be billed for setup and a/v requests received after deadlines. For setup information, call 516-5262. Fax all diagrams to 516-5320. A night manager is required for events outside normal building hours. Building hours: Mon.-Th. 7a-11p; Fri. 7a-5p; Sat. 10a-5p; Sun. 1-9p. Summer hours (subject to change): Mon. -Th. 7a-9p; Fri. 7a-6 p; Sat.-Sun.9a-6p.

Requested by (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_

\*A/V approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Reservation #: \_\_\_\_\_  
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