

**REQUEST FOR USE OF UNIVERSITY PREMISES AND FACILITIES *
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

*Please read University Regulations (see "Regulations" worksheet), complete this form and return to appropriate contact:

For space in the Illini Union contact:

RSOs can reserve gym space by contacting Division of Campus Recreation

For space in Illini Grove and other fields please contact Division of Campus Recreation at

For all general classrooms and other outdoor areas -- Office of Admissions and Records, Facility Management & Scheduling 901 W. Illinois, Urbana IL 61801 MC-061

SPONSORING DEPARTMENT/ORGANIZATION _____

NAME OF EVENT _____

PLEASE CHECK ONE OF 5 BOXES BELOW WHICH DESCRIBES YOUR GROUP

- Administrative Unit Registered Student Organization (Must receive event approval from Dean of Students Office, 280 Illini Union, **See below)
 Academic Unit Registered Campus-Community Organization Outside Organization (explain make-up of group and purpose of the event)

**Please indicate the TOTAL number of seats you need. If you want alternate seating, include these seats in your total.
Please list alternative dates or locations in case your first choice is not available.**

(example: 200 students, alternate seating = 400 seats, you would enter 400 in the "# of Seats" column.)

Date(s)	Hours		# of Seats*	**ITS Needed?	Space Desired	Space Assigned For Office Use ONLY
	From	To				

***REQUESTS WITHOUT NUMBER OF SEATS LISTED WILL NOT BE HONORED.**

**For ALL information about equipment use groups MUST contact the CITES Classroom Technologies website at: <http://www.cites.uiuc.edu/classtech>

- Will there be an admission charge, sale of items, collection of donations or any money generated at this event (excluding dues, assessments or initiation fees)?
 Yes No Organizations are required to deposit any such funds into their Organization Fund Account.
- Is this event a fund-raiser for charity? Yes No If so, which charity? _____
- Will there be any non-UIUC-affiliated speakers and/or performers?
 Yes No Name: _____
- Are any non-University individuals attending or invited to this event?
 Yes No
- Will food and/or beverages be served?
 Yes No If Yes, requesting group MUST contact the Safety and Compliance Office, 333-1106.
 Will food be cooked on a grill? Yes No If Yes, please contact Campus Code Compliance & Fire Safety at 265-5268.
- Do you need a special set-up: (Alterations of existing facilities, need for equipment or services, such as tables, microphones, etc.)? Yes No
 If Yes a. For Foellinger Auditorium & Lincoln Theatre - Contact Building Manager at 244-0480 no later than three weeks in advance.
 b. For equipment in any Other University Space - Contact the Supervisor of Public Functions (Tracy Osby) at 333-1490.

Note: Sponsoring Group is responsible for all cleanup and any damages incurred as a result of this event.

Additional Details:

University Account:

Chart	Fund	Organization	Program

Signature of Authorized Organizational Agent(s) _____ Date Filed _____
 (Name of Department Dean/Director/Head that approves event)

Contact Person/Scheduler _____ UIN (if student) _____

MUST Complete for Contact Person:

Address _____ City _____ Zip Code _____

Email Address _____ Mail Code _____ Phone _____

THIS REQUEST FOR SPACE IS CONFIRMED VIA EMAIL FROM OAR/FMS RESERVATIONS WHICH WILL INCLUDE YOUR ID.

Reservation ID

Do Not Write Below This Line (For Office Use Only)

**EVENT APPROVED BY _____ Date _____

SPACE APPROVED BY _____ Date _____