Housing Commons Reservation Request

Please Print

Contact Person: ____________________________  Campus Address: ____________________________

Phone: ________________________________  Email: ____________________________

Event Date: ____________________________  Start time: ___:___ am/pm  End time: ___:___ am/pm

Event Name: ____________________________  Organization: ____________________________

Description: ____________________________________________________________

Type of Event:  [ ] Meeting  [ ] Social  [ ] Other: ____________________________

Commons Building Area Requested:

Inside Space: Housing Staff and Students Only
- [ ] Theater
- [ ] Classroom
- [ ] Great Room

Outside Space: Any UALR Organization
- [ ] North Outdoor Plaza
- [ ] South Outdoor Plaza
- [ ] West Hall Lawn (Behind Trojan Grill)
- [ ] Other outdoor space: ____________________________

AV Needs:  [ ] Public Address System  [ ] Speakers/Sound  [ ] Electrical – explain: __________

Will food be served?  [ ] No  [ ] Yes – explain: __________________________________________

*To arrange dining services, contact Campus Catering at 569-3360 and attach a copy of the approved catering form to this request.

Signature: ____________________________  ____________________________

Name  Date

*signature indicates you have received and agree to the Housing Commons Reservation and Use Policy

Approval (Need at least one of the following approvals)

1. ____________________________________________  ____________________________
   Student Organization Advisor  Date

2. ____________________________________________  ____________________________
   Housing Staff  Date

When the event has been approved and listed on the Commons Reservation Calendar a confirmation email will be sent to the person making this request.