

# Multi-Date Meeting Request Form

## 2024 -2025 School Year

The Multi Date Meeting Request Form for Fall 2024 - Winter 2025 is available beginning April 5, 2024. Forms are available in Student Center 370 office, online at [www.emich.edu/bookemu](http://www.emich.edu/bookemu) or with email request.

Eastern Michigan University's **Recognized** Student Organizations have scheduling rights at EMU with room rental fees waived. Your student org must be in good standing in order to make reservations – groups not in good standing/frozen will not receive a reservation. FOR FALL 2024, GROUPS CURRENTLY FROZEN WITH CAMPUS LIFE CAN SUBMIT THIS FORM BUT THE RESERVATION WILL NOT BE MADE UNTIL THE STATUS IS CORRECTED IN AUGUST WHEN THE UPDATE FORM BECOMES AVAILABLE AGAIN. For more information about being recognized, call Campus Life at 734.487.3045 or message them at [studentorgs@emich.edu](mailto:studentorgs@emich.edu).

**The Student Organization President must complete this form.** Completed forms should be returned to us via email at [book\\_emu@emich.edu](mailto:book_emu@emich.edu) or in person. This form is an editable PDF. Please put the following info in the subject line when sending back via email. Example – “Alpha Xi Delta MTD Request response”. Incomplete forms will be returned to the President for review/correction before any reservations are processed.

Please note that rooms are assigned on a first come first served basis with no guarantee your group will have the same room for all requested dates. ESO requires that all student org meetings follow all building and university policies when using our facilities. ESO reserves the right to adjust meeting room locations (with notification) and cancellation if an issue persists. All groups will be given a confirmation showing meeting details (dates reserved, times, setups etc) along with building and university policies. **THIS FORM DOES NOT EQUAL A RESERVATION.** A signed confirmation must be returned to the office in order to confirm your reservation. Without that, ESO reserves the right to hold reservation till returned.

### Multi-date meeting information is as follows:

1. Building Hours for Sundays are 12:00p.m. – 11:00 p.m. Doors will not open early and no early access to rooms. First meeting begins at 12:30 p.m. **First day of Sunday meetings will be Sunday, September 10, 2023.**
2. General Building Hours: M-F 7:30am – 12:00am, Saturday 8:00 a.m. to 11:00pm. **NOTE: All meetings will end 60 minutes prior to closing.**
3. Additional/new meeting requests after this submission will not be considered until the first full week of F/W semesters due to no-shows.
4. Room assignments will be assigned by staff based on number of expected guests.

**Note: Multi-date meetings will NOT be scheduled during: Thanksgiving Break, Winter Recess, Scheduled closings, Spring Break and Finals/Commencement.  
Group will be notified of other unavailable dates.**

**Note: Super Bowl Sunday (February) has to be REQUESTED due to No Shows.**

It is important that you keep your contact information current with the **ESO** office. Changes to the contact list for an organization must be completed by the current president. This action can be done in person at the ESO office, or by emailing us at [book\\_emu@emich.edu](mailto:book_emu@emich.edu). **Please Note** that members cannot reserve space, unless their name, contact number and email address are provided by the President. Members not on this list will not have the opportunity to book rooms under the organization.

**Keep this page for your records**



Date received by Office: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Please fill out this form completely in order for it to be processed

**\*Mandatory Information**

\*Organization Name: \_\_\_\_\_

\*Student Org. President's Name: \_\_\_\_\_

\*Contact Phone #'s: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

**Faculty/Staff Advisor:**

\*Name: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

Department: \_\_\_\_\_ \*Phone number: \_\_\_\_\_

\*Mailing Address (Advisor's on campus office): \_\_\_\_\_

The President can select a maximum of four other members who are current EMU students to make room reservations under the org. Their name, phone number and Emich email is required.

Name \_\_\_\_\_ Phone# \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_ E-Mail \_\_\_\_\_

**Meeting Details**

(Place an X next to selection for answers not numerical/day selections)

Number of people attending: \_\_\_\_\_

Type of meeting: Weekly meeting \_\_\_\_\_ Bi-Weekly meeting \_\_\_\_\_ Monthly meeting \_\_\_\_\_

Day of the Week: \_\_\_\_\_

First meeting date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last meeting date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*\*It is recommended groups book for the whole semester due to limited availability in winter semester*

Meeting start time: \_\_\_\_\_ Meeting end time: \_\_\_\_\_

Alternate start time: (1<sup>st</sup> choice) \_\_\_\_\_ Alternate start time: (2<sup>nd</sup> choice) \_\_\_\_\_

Desired Setup: Rounds \_\_\_\_\_ Theater \_\_\_\_\_ U-shape/Open Square \_\_\_\_\_

NOTE: Sunday Multi-Date Rooms will have chairs placed in the room with no more than three 6' tables. Groups are responsible for setting their room upon arrival.

It is the President's responsibility to understand university policy and procedures and ensure your organization follows them. By signing below, you are the official representative for your student organization and accept responsibility for the actions of your members. Failure to follow policies and procedures of the University, Student Code or building policies, may result in the cancellation of your reservation.

\*President's Signature: \_\_\_\_\_