

Event Services (ES) Student Org Contact Update Form

Eastern Michigan University's **Recognized** Student Organizations (*in good standing*) have scheduling rights at EMU with room rental fees waived. For more information about being recognized, call Campus Life at 734.487.3045 or go to 340 EMU Student Center.

The Student Organization President must complete and submit this form, either in person (*Room 370 Student Center during business hours*), or by email (*book_emu@emich.edu at any time*). It is important that contact information remains current at all times with the ES office. ** Designates mandatory information below.*

Organization:

*Name: _____

Faculty/Staff Advisor:

*Name: _____ *Emich Email: _____

*On-campus Office Address: _____

Department: _____ *Phone Number: _____

Student Org. President:

*Name: _____ *Emich Email: _____

*Phone Number: _____

The President may select up to a maximum of four (4) other members, who are current EMU students, to make room reservations. The name, phone number and Emich email are required for EACH contact that is listed.

Please Note: Members cannot reserve space, unless their name, contact number and email address are listed below. Titles are *optional*.

_____ *Name	_____ Title	_____ *Phone Number	_____ *Emich Email
_____ *Name	_____ Title	_____ *Phone Number	_____ *Emich Email
_____ *Name	_____ Title	_____ *Phone Number	_____ *Emich Email
_____ *Name	_____ Title	_____ *Phone Number	_____ *Emich Email

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 and/or the group's ability to book future reservations.

***President's Signature:** _____ **Date:** _____