

Multi-Date Meeting Request Form

Attention: Student Organizations

CESO Staff: Complete this box & make a copy of all pages (both sides) & return the copy to the Student Org representative.

Date _____

Time _____

EPO Staff Initials _____

The Multi Date Meeting Request Form for Fall 2015 through Winter 2016 is available beginning March 11, 2015 from the Conference & Event Services Office, 312 EMU Student Center, Monday – Friday, 8:00am-5:00pm.

The President must complete this form and return it only to the **Conference & Event Services Office**.

*Please note that rooms are assigned on a first come first served basis with no guarantee your group will have the same room for your requested dates.

These Sunday dates need to be REQUESTED due to No Shows:

Super Bowl Sunday **Please circle** **Yes** **No**
(First Sunday of Feb.)

Homecoming Weekend **Please circle** **Yes** **No**
(Once Homecoming dates are announced we will cancel reservations if you choose not to meet)

Recent changes for the multi date meetings are as follows:

1. Two hours maximum room use for all groups, any day of the week (This does not include Special Events), with a maximum of on two different meetings a week.
2. During your meeting any extra requested tables, chairs or A/V will be billed to your group for the equipment and labor.

Multi-date meetings will **NOT** be scheduled during:

Thanksgiving Break

MLK Weekend

Winter Recess

Spring Break

Finals/Commencement

Scheduled closings

Please fill out this form completely and return it to 312 Student Center only.

Eastern Michigan University's **Recognized** Student Organizations have scheduling rights at EMU with room rental fees waived. A student organization is recognized through the Student Involvement Office. For more information about being recognized, call 734.487.3045 or go to the Student Involvement Office at 340 EMU Student Center.

Please Note that members **CAN NOT** reserve space, unless their name, contact number and email address are listed below or sent by email to bookemu@emich.edu by the President **only**. The President takes full responsibility for reservations (including cancellations) made by the members submitted.

It is important that you keep your contact information current with the CESO so we can contact you with questions or update you with information about your events. Changes to the contact person's information should be done in person in the Conference & Event Services Office, 312 EMU Student Center or by emailing us at bookemu@emich.edu.

Group's X-Fund Number

Elections held: Circle one

December or April

Organization Name: _____

Faculty Mailing Address: _____

Faculty/Staff Advisor:

Name: _____ Email Address: _____

Department: _____ Phone Number: _____

Student Org. President's Name: _____

Phone #'s: Permanent _____ Cell _____ Work _____

Email Address: _____

Local Address: _____ Zip Code _____

LIST OF APPROVED MEMBERS permitted to make reservations:

For a member to make reservations, a full phone number and email address is required.

Name _____ Phone# _____ E-Mail _____

Name _____ Phone# _____ E-Mail _____

Name _____ Phone# _____ E-Mail _____

Name _____ Phone# _____ E-Mail _____

I have listed more names on an attached sheet of paper.

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.

President's Signature: _____

Many student organizations meet weekly, bi-weekly or monthly in the Student Center during the semester. With limited space, we may adjust the time of your meetings to accommodate as many groups as possible. Please indicate your first, second and third time preference. Every effort will be made to reserve your first request.

Monday-Saturday, set up style is flexible depending on the room reserved. The last meetings of the day will end by 12:30am. The Ballroom and Auditorium will NOT be booked for multi date reservations.

Make sure all boxes are completed below.

Will your group have instrumental music during your meetings ____ Yes ____ No

<p>Number of people attending the meeting: _____</p>	<p>Day of Week (Circle One)</p>	<p>Setup (Circle One)</p>	<p>Meeting Time</p>
<p>First Meeting Date: _____ Month / Day / Year</p> <p>Last Meeting Date: _____ Month / Day / Year</p>	<p>Monday</p> <p>Tuesday</p> <p>Wednesday</p> <p>Thursday</p> <p>Friday</p> <p>Saturday</p> <p>Sunday**</p>	<p>U-Shape</p> <p>Open Square</p> <p>Rounders</p> <p>Classroom</p> <p>Boardroom</p> <p>Circle*</p> <p>Half Circle*</p> <p>U-Shape*</p> <p>Open-Square*</p> <p>Theater*</p> <p>Sunday Meeting**</p>	<p>Please fill out your 3 choices of meeting times so we can accommodate your group. (Choices limited to two hours)</p> <p>1st ____ to ____</p> <p>2nd ____ to ____</p> <p>3rd ____ to ____</p>
<p>Choose: ____ Weekly Meeting,</p> <p>____ Bi-Weekly Meeting (List Dates) or</p> <p>9/ 9/ 10/ 10/ 11/ 11/ 12/ 12/ 1/ 1/ 2/ 2/ 3/ 3/ 4/ 4/</p> <p>____ Monthly Meeting (List Dates)</p> <p>1/ 2/ 3/ 4/ 9/ 10/ 11/ 12/</p>		<p>*This setup only includes chairs.</p>	<p>Meetings end by 12:30am</p> <p>Please note; rooms 104, 204, 302 & 304 are permanent set ups with no head tables.</p>

****Sunday Meetings:**

Sunday Multi-Date Rooms will have chairs placed in the room with no more than three 6' tables. Each group will set up the chairs as needed. No other setup is available for Sunday. Please note; rooms 104, 204, 302 & 304 are permanent set ups with no head tables.

___ How Many 6' tables needed (Max 3) ___ How Many E-Clips needed (Max 2)

<p>Office Use Only EMS #:___</p> <p>_____ Meeting Time:</p> <p>_____</p> <p>Room(s):_____</p>	<p>No Meeting Space Available on:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Lobby Table Reservations:

Please contact the Event Planning Office to book the first-floor lobby tables.

Table Ads Reservations:

The CESO no longer reserves the Table Ads. We'll accept Ads on a first come first serve basis the week prior until the six slots are filled. We will hold the next six for the following week.

Recognized EMU student organizations and departments that would like to have Table Ads placed in the Student Center Dining Room for their promotional and informational needs must adhere to the following guidelines:

The group must hand-deliver 100 Table Ads (max height six (6) inches, width four (4) inches and printed on one side of the paper) to the EPO with the following information on the Table Ads:

- Name of Group with a contact number
- Date, time and location of the event
- Explanation of upcoming event
- Any ticket information including charges and location of sales

* All reservations start on Saturday and will run through Friday-no exceptions. *

** Table Ads are ONLY available for events sponsored by EMU**

Donation Box Requests:

Putting out donation boxes in the SC has been suspended until further notice. The policy is being evaluated to best serve the EMU community.

Reservations for Special Events:

Special Event Forms are available from the Conference & Event Services Office. Fill out the entire form including all boxes and point totals. We recommend having a minimum of 30 days to go through the entire approval process. The President's signature is required on all special event form submissions. Only members on the contact list can submit the forms. For medium or high-risk events, the advisors signature is required.

Incomplete forms will NOT be accepted.