

Multi-Date Meeting Request Form 2021-2022

NEW for 2021-2022 School Year – Due to the fluid guidelines and procedures due to COVID19, the Conference and Event Services office (CES) would ask that you complete the attached form if your group intends to host in-person meetings for the 2021-2022 school year. Spaces will be limited and capacities might be altered to meet social distancing requirements if applicable. Please know that we will do our best to accommodate all that we can but do ask that groups consider hosting half of their meetings virtually. By utilizing a virtual meeting component still for some of your dates, it allows CES to accommodate more groups. We thank you for your cooperation and flexibility while we continue to work through event and meeting requests. If you have any questions, please contact the staff at book_emu@emich.edu or 734.487.4108.

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 more information about being recognized, call Campus Life at 734.487.3045 or message them at 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. This form is an editable PDF. Please put the following info in the subject line when sending back. Example – “Alpha Xi Delta MTD Request response”.

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. THIS IS NOT A CONFIRMATION/RESERVATION OF YOUR MEETING.

Multi-date meeting information is as follows:

1. Building Hours for Sundays are 12:00p.m. – 8:00 p.m. Doors will not open early. First meeting begins at 12:30 p.m.
2. Building Hours Fall 2021: M-F 7:30Am – 8:00pm, Saturday 9:00 a.m. to 5:00 p.m.
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. Each group will only be allowed ONE Sunday meeting for 2021-2022.
5. Room assignments will be assigned by staff based on number of expected guests.
6. Please note due to Opening Weekend and Labor Day, Sunday reservations do not start till 9/12/2021

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

Note: Super Bowl Sunday (First Sunday of Feb.) has to be REQUESTED due to No Shows.

It is important that you keep your contact information current with the **CES** office. Changes to the contact person's information can be done in person at the CES office, or by emailing us at bookemu@emich.edu. **Please Note** that members cannot reserve space, unless their name, contact number and email address are listed below or sent by email to by the President only.

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

Date received by Office: _____

Staff initials: _____

***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

Number of people attending: _____

Type of meeting:

_____ Bi weekly meeting _____ Monthly meeting

Meeting dates:

First meeting date: ____/____/____ Last meeting date: ____/____/____

It is recommended groups book for the whole semester due to how fast winter semester books. Due to COVID-19, we will do our best to accommodate both fall and winter semester request. We ask for this info now so, we can make the best plans possible.

Meeting start time:

Start time: _____

Note: All groups will be given a 1 hour block of time. Meetings will not be booked within 30 minutes of the building closing.

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:** _____