Making a Memorial Union Reservation for Multiple Dates

Thank you for wanting to reserve a space at The Memorial Union. We will do our best to meet your needs for your room reservation. Please fill out this form and return it to fhsuunion@fhsu.edu or bring it to our office in Rm 208 of the Memorial Union. After we receive the form, we will start booking your multiple dates, this may take some time as not all spaces are available for every date, we will do our best to meet your needs. You will receive email confirmation after we have the dates booked, please review this closely. If we are unable to book a date you requested, we will reach out either by phone call or email to let you know of the dates a room was not available.

Returning this form is not a guarantee of booking.

What are the dates you are requesting? (Please list all the dates you will need individually, do not put for example "Every Tuesday". Also consider breaks in classes, i.e. Thanksgiving, Spring break, etc.) (if you need more space, please add dates to the back and note)		
How many people will be attending?		
What is your room preference? (We will do our best to reserve this location but cannot guarantee it.)		
If we cannot reserve your preferred room, is it ok for us to book another space that we feel will accommodate your needs?	YES	No, please call to discuss
What would you like to name your event?		
What time will your event take place? (Start and stop time) Please make this the specific time of your event as it will be posted on the campus calendar.		
Do you require a set up/tear down time?		
What organization is requesting the space?		
Who is the contact person for the reservation?		
What is the phone number and email address of the contact person?	Phone #	
	Email:	
If you are booking the **Ballroom, the Black and Gold Room or the Stouffer Lounge** we need to know how you would like to set up the space. If you know, please give us the information. If you are not sure, please note for us to call to discuss.		
Do you have any special needs for the space? i.e. Audio/Visual, computer, etc.		
Will you be having UCC Cater your event? If so, what will it consist of? (We need to know to best set the room)		