

PLEMMONS STUDENT UNION, Scheduling Office

Phone: (828) 262-3032 Fax: (828) 262-2937

REGULAR MEETING ROOM REQUEST FORM

*Completion of this form does not insure room availability or event approval. Today's Date: _____

*Does this group have an Appointment? (*Office Staff Only*) Date: _____ Time: _____ Staff Initials: _____

(Check one) Weekly Twice Weekly Every Other Week Monthly

Contact Name: _____ Phone: _____ ASU Box: _____

Email Address: _____

Dept/Org.: _____ (*No Abbreviations PLEASE)

Title of Meeting: _____ Estimated Number of People: _____

If WEEKLY Meeting: Day of Week: _____ Possible Alternate Day of Week: _____

Date (Beginning): _____ Date (End): _____

All Others: List specific dates: _____

The PSU offers meeting times of 1 hour & 1 1/2 hours during designated time slots. Only the designated time slots listed below are available for meetings.

1 Hour Meeting. Please check one of the following boxes below.

5pm - 6pm 6:15pm - 7:15pm 7:30pm - 8:30pm 8:45pm - 9:45pm

1 1/2 Hour Meeting. Please check one of the following boxes below.

5pm - 6:30pm 6:45pm - 8:15pm 8:30pm - 10pm

For meeting times that end prior to 5pm (1.5 Hour Maximum):

From: _____ (am/pm) To: _____ (am/pm)

AV Equipment Requested? Yes No (*Limited AV equipment available. Ex: No TV/DVD carts, etc.*)

List Specific Needs: _____

Other Information: _____

- Rooms will be **ASSIGNED** by the Student Union Scheduling Office according to the meeting's approximate number of participants and intended use.
- Pre-determined room set-ups **will NOT be altered for reoccurring Meeting reservations.**
- Failure to use a scheduled room, without prior notification to the Scheduling Office, may result in loss of scheduling privileges. **PLEASE REVIEW CONFIRMATIONS AND CANCEL ANY MEETINGS SCHEDULED THAT YOU DO NOT NEED BY CALLING 262-3032.**