UWM UNION
RESERVATIONS & EVENT PLANNING SERVICES
REQUEST TO USE EVENT SPACE

Event Date: ________________

Select Venue(s):
- Concourse
- Ballroom
- Wisconsin Room
- Fireside Lounge
- Art Gallery
- Terrace
- Pangaea
- Spaights Plaza

Sponsoring Organization: ______________________________________________________

Contact person: _______________________________ Phone: __________________
E-Mail __________________________________________________________
Signature: __________________________________________________________

2nd Contact: _______________________________ Phone: __________________
E-Mail __________________________________________________________

Event Name: ___________________________________________________________

Event Duration: Begin ________ AM/PM   End ________ AM/PM

Type of Activity: Estimated Attendance: ______________
- Dance/Party
- Lecture
- Banquet
- Exposition
- Concert
- Conference
- Reception

This form does not guarantee space will be reserved.

For REPS Office Use Only
- Accept
- Deny
- Wait List

Assigned reservation Space: ______________________________________________
Reconfirm Date:_______________ Reservation Time: __________ to __________
Event Coordinator: ________________

REPS UCC Date

•Union W119  •414-229-4828 (phone)  •414-229-3243 (fax)
Revised 4/07