



REQUEST TO USE EVENT SPACE (UWM CAMPUS DEPARTMENTS)

Requested Event Date(s): _____ Event Name: _____ Est. Attendance: _____

Event Time(s): begin _____ AM/PM to end _____ AM/PM

Type of Activity:

- Banquet
- Concert
- Conference
- Lecture
- Exposition
- Film Screening
- Dance/Party
- Reception
- Other (please specify) _____

Brief Program Description (required):

Venue(s):

- Union Concourse
- Union Ballroom (Entire Space, East or West)
- Art Gallery } Limited Availability
- Alumni Fireside Lounge
- Wisconsin Room (Entire, East, West or Lounge)
- Union Cinema } Limited Availability
- Meeting Room(s): (145, 179, 181, 183, 191, 198, 220, 240, 250, 260, 280, 340, 342, 343, 344, 346, 347)
- Ernest Spaight's Plaza
- Pangaea Mall
- Other Outdoor _____
- Other (please specify) _____

UWM Campus Department/Office: _____

Primary Contact Person: _____ Phone: _____

Signature: _____ E-mail: _____

Secondary Contact Person: _____ Phone: _____

E-mail: _____

Unit Business Representative: _____ E-Mail: _____

Departmental Billing Information: Services - 2650
A/V Equip - 2894

 Account Fund Program Org Project/Grant Sub-Class

*** please note: this form serves as a request, and does not serve as a guarantee a space reservation ***
**** please note: Event Services may assign programs to comparable spaces due to availability ****

For Office Use Only

Accept Deny Wait List

Assigned Event Space(s):
(or reason for denial)

| | | |
|---------------------|--|--------------------------------|
| Reconfirm Date: | | Event Times: _____ to _____ |
| Event Coordinator: | | Reserved Times: _____ to _____ |
| Approved/Denied By: | | Date: _____ |