



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Staff: \_\_\_\_\_  
 Time: \_\_\_\_\_  
*Office Use Only*

## REQUEST TO USE EVENT SPACE (UWM Registered Student Organization)

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
- Alumni Fireside Lounge       Wisconsin Room (Entire, East, West or Lounge)       Union Cinema
- Meeting Room(s): (145, 179, 181, 183, 191, 198, 220, 240, 250, 260, 280, 340, 342, 343, 344, 346, 347)
- Ernest Spaight Plaza       Pangaea Mall       Other Outdoor \_\_\_\_\_
- Peck School of the Arts (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

Limited Availability

Sponsoring Registered Student Organization: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

UWM Faculty Advisor: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\*\* please note, this form serves as a request and does not serve as a guarantee space will be reserved.

<i>For Office Use Only</i>		
<input type="checkbox"/> Accept <input type="checkbox"/> Deny <input type="checkbox"/> Wait List		
<b>Assigned Event Space(s):</b>		
<i>(or reason for denial)</i>		
Reconfirm Date:		Event Times: _____ to _____
Event Coordinator:		Reserved Times: _____ to _____
Approved By:		Date: