



UNIVERSITY SUITE RESERVATION FORM

MEETINGS AND SOCIAL FUNCTIONS
SUITE 1201, BRUCE HALL

NOTE: The University Suite, Room 1201 Bruce Hall, is reserved for activities hosted by the Administrative Officers of the University. The host will be expected to attend as the senior University representative and to be present until all guests have departed.

PURPOSE OF EVENT: _____

DATE REQUESTED: _____

TIME PERIOD NEEDED: _____ ACTUAL TIME OF EVENT: _____

TYPE OF EVENT	*ESTIMATED ATTENDANCE
Breakfast _____	_____
Lunch _____	_____
Dinner _____	_____
Reception _____	_____
Meeting _____	_____
Other _____	_____

*A LIST OF PERSONS TO BE INVITED MUST ACCOMPANY THIS FORM.

HAS UNIVERSITY FOOD SERVICE BEEN CONTACTED? _____

BY WHOM? _____

NOTE: All food service, equipment and/or supplies, as well as an elevator operator, are to be arranged for by the unit making this request. Do not assume provisions will be made based on acceptance of this request. Please direct any questions to the Office of Special Events at 624-7100.

FAIS ACCOUNT NUMBER _____

Name of person making request _____	Date _____	Phone _____
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SIGNATURE OF HOST: _____ Administrative Officer	Date _____	Phone _____
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(To be completed by Office of Special Events)

REQUEST IS: _____ Approved	Signature _____	Date _____
_____ Denied	Reason, if denied _____	

This request must be submitted at least two weeks in advance to the Office of Special Events, 1200 Bruce Hall.