



**RESERVATION REQUEST FOR OIE PROGRAM CENTER**

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Title: \_\_\_\_\_

Sponsoring Group (no acronyms): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_

**Requested Space:** The program center can be used as a whole or divided in half by a temporary divider into two smaller rooms, Program Center North and Program Center South.

\_\_\_\_\_ Large Program Center \_\_\_\_\_ Program Center North \_\_\_\_\_ Program Center South \_\_\_\_\_ Kitchen  
(Please complete reverse if requesting use of the Kitchen)

**Setup - Style:** (see website to view configuration options: [marquette.edu/oie/program-center.shtml](http://marquette.edu/oie/program-center.shtml))

\_\_\_\_\_ Auditorium \_\_\_\_\_ Conference \_\_\_\_\_ Classroom \_\_\_\_\_ Family Style \_\_\_\_\_ Reception (cocktail tables)

**Number of chairs/tables needed:** \_\_\_\_\_ Tables \_\_\_\_\_ Chairs (max. 50 chairs) \_\_\_\_\_ Podium

**Tech Equipment needed:** \_\_\_\_\_ Smart Room technology (screen & projector) \_\_\_\_\_ Laptop

**Will this event be catered?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**OIE Program Center Hours:**  
Monday-Thursday: 4:30-9:00 PM      Saturday & Sunday: Closed

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**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

After reviewing the above request and discussing the policies with the requestor, I:

\_\_\_\_\_ Authorize access in the area requested

\_\_\_\_\_ Deny request for access

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Rules for Use of Program Center Kitchen

Groups, organizations, and individuals using the OIE Program Center Kitchen must read and agree to the following:

- ◆ Leave kitchen and function areas clean, including:
  - Wash dishes and tables used
  - Clean counters and stovetop
  - Mop kitchen floor
  - Vacuum (if needed)
- ◆ OIE provides dish detergent and other cleaning supplies, your group provides the cleaners
- ◆ Do not leave any food in ovens or on top of stove
- ◆ End event at scheduled time (including clean-up)
- ◆ Bring containers and/or plastic wrap for any leftovers or take-away
- ◆ Pre-event: label food and store in proper location
- ◆ Do not leave anything behind – anything left in the fridge or in the OIE Program Center becomes the property of OIE and will be discarded

**Please note:** OIE has limited utensils and dishes so come prepared with the supplies you need to cook or bake with.

*Groups and organizations who do not respect the Rules of Use may be denied further use of the OIE Program Center.*

“I agree that my group or organization will respect and follow the Rules of Use.”

**Signature of responsible individual:** \_\_\_\_\_

**Name of responsible individual:** \_\_\_\_\_

**Name of group of group or organization:**

\_\_\_\_\_

**Date of signing:** \_\_\_\_\_