Reservation #:________________________

REQUEST FOR SPECIAL AREAS – ALUMNI MEMORIAL UNION

Location: ____________________________________

Event Date: _______________ Start Time: ______________ End Time: ______________

Event Title: __________________________________

Sponsoring Group (no acronyms):____________________________

Contact Name: ___________________________________ E-mail: __________________________

Phone Number: ________________________________ Number of Participants: ___________

Setup (specify # needed): round tables _____ rectangular tables _____ chairs _____ other _____

Tech Equipment needed: AMU Smart Cart _____ 5’ x 5’ screen _____ other __________

Will this event be catered through the Alumni Memorial Union? Yes No

Remarks: ________________________________________________________

*Please indicate requested space and take this form to the appropriate individual for his/her signature:

_____ 1st Floor Student Commons, Jon Dooley, Assistant Dean
AMU 121 – Office of Student Development (x87205)

_____ Multicultural Center, DJ Todd, Coordinator of Intercultural Programs
AMU 121 – Office of Student Development (x87205)
Lounge _____ Conference Room _____ Kitchen ______

_____ Office of International Education Program Center, Susan Whipple, Assistant Director
AMU 407 – Office of International Education (87289) Program Center (x83887)
Large Room _____ Kitchen _____ (Please see reverse if requesting kitchen)

OFFICE USE ONLY

After reviewing the above request and discussing the policies of my area with the group, I:

_____ Authorize access in the area requested

_____ Deny request for access

Signature: ________________________________ Date: ______________

Please return this form to the Event Management Office (AMU 245) for a reservation confirmation.

Updated 8/30/2010
Rules of Use for OIE 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 may be discarded.

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

Please note: OIE has limited utensils and dishes. Please arrange to meet with Susan Whipple several days or weeks prior to your event to learn what is available and what your group or organization will need to provide. If you need to store supplies or food pre-event, please also make arrangements with Susan, as space is limited.

“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 or Organization using the OIE Program Center Kitchen: ________________________________

Date of signing: ________________________________

Our goal is successful, well run events for all who use the OIE Program Center

Updated 8/30/2010