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)

_____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

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:
  o Wash dishes and tables used
  o Clean counters and stovetop
  o Mop kitchen floor
  o 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: __________________