

**STRAND UNION BUILDING – Repetitive Meeting Request Form**

Return to Conference & Event Services Office, Strand Union 211, 406-994-3081

We do not reserve during holidays, breaks, or finals week unless specifically requested.

CLUB / DEPARTMENT NAME: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**1<sup>ST</sup> DAY REQUESTING**

Day of the Week: \_\_\_\_\_

Reoccurrence (Circle ONE): Weekly Bi-Weekly Monthly Other: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of People: \_\_\_\_\_

**2<sup>ND</sup> DAY REQUESTING**

Day of the Week: \_\_\_\_\_

Reoccurrence (Circle ONE): Weekly Bi-Weekly Monthly Other: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of People: \_\_\_\_\_

**ROOM PREFERENCE:**

Do you have a room preference: Yes No

If, yes, which room: \_\_\_\_\_

If this room is not available, is it fine to place you in another room: Yes No

**SET-UP PREFERENCE:**

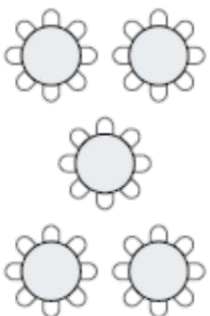
Rooms 230, 232, 234, and 236 are set-up AS IS

Rooms 168, 233, 235, or the larger ballrooms can all be customized. If you are requesting one of these

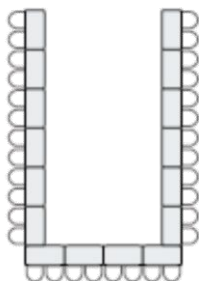
locations, what set-up would you like: \_\_\_\_\_

OTHER: \_\_\_\_\_

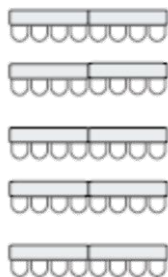
Rounds



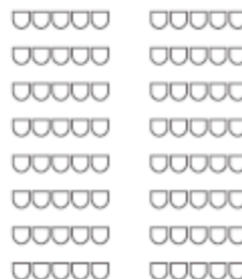
U-Shape



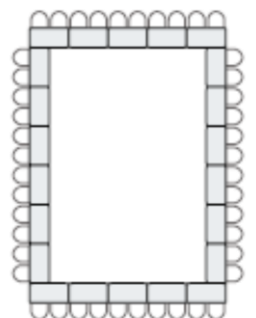
Classroom



Theatre Style



Open Square



AUDIO VISUAL (AV):

The majority of Audio Visual DOES have a fee associated with it. There are some items available free of charge. Please ask an event coordinator to see a price list if you have questions.

List any AV requests: \_\_\_\_\_

IMPORTANT INFORMATION:

- Student Groups: Annual club status expires on September 30<sup>th</sup>. All groups MUST renew their club status and provide a copy of their renewed status letter to the Conference & Event Services office by September 30<sup>th</sup> or risk forfeiting their reservations.
- Once reservations have been made you will receive an email confirmation with dates, times & room numbers. We cannot guarantee reservations will be exactly as requested. We fill requests on a first come first served basis.
- A cancellation policy has been put in place for all reservations in the SUB. The policy is listed at the bottom of the reservation confirmation, please read the policy carefully once your reservation is booked.
- As per Strand Union policy, ***all food must be ordered through MSU Food Service.*** A student menu and Strand Union food options can be found at <http://www.montana.edu/ufs/catering/>.
- All groups using the Strand Union Building must understand and by signing below agrees to follow the Strand Union policies and procedures in their entirety presented at <http://www2.montana.edu/policy/sub/>.

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I have read the Strand Union Policies and the above information. I understand and agree to follow the Strand Union Policies and Procedures presented at <http://www2.montana.edu/policy/sub/>.

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Signature

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Date