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: _____________________________________________________________________

1ST 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: ________________________

2nd 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: ____________________________________________________________________________

Diagram of room layouts:
- 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 30th. All groups MUST renew their club status and provide a copy of their renewed status letter to the Conference & Event Services office by September 30th 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/](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/](http://www2.montana.edu/policy/sub/).

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/](http://www2.montana.edu/policy/sub/).

_________________________________________  ____________________________
Signature                                      Date