



Room Request Form

Updated 11/3/2005

PLEASE PRINT CLEARLY AND LEGIBLY

Group Requesting Space _____

Intended Use of the Requested Space (e.g. piano recital, meeting, lecture, wedding, etc.) _____

CONTACT PERSON For Group _____

Contact Person's HOME PHONE _____ WORK PHONE _____

CELL PHONE _____ EMAIL ADDRESS _____

MAILING ADDRESS _____

Is this request affiliated with (please mark as applicable):

The Crossing _____	University United Methodist Church (UUMC) _____
Madison Campus Ministry _____	International Forgiveness Institute (IFI) _____
The Wesley Foundation _____	Interfaith Hospitality Network (IHN) _____
Francis Wayland Foundation _____	OTHER (please indicate) _____

Room(s) Requested (please provide room number and/or title): _____

Approximate Number of People Expected _____ Parking Requested _____

Is this a one-time event?: _____ Date and time frame requested: _____

Please indicate possible alternative event dates and times, in case of scheduling conflicts:

Is this a recurring event? _____ If so, please provide details of what dates and times you request recurring building use, frequency (e.g. the last Thursday of each month, every other Wednesday, etc.), and both start and end dates of your intended use: _____

Additional Requests (e.g. use of grand piano, noise or "traffic" concerns, etc.): _____

Signed and Dated by the Contact Person: _____

*****Space request is not guaranteed with submission of this form. The Building Administrator will confirm building availability at your preferred date and time and will pursue your secondary alternatives if necessary. The Building Administrator will contact you as soon as possible with approval or denial of your request, along with price of your building use if approved. Final confirmation will take place when the Building Administrator and the group's Contact Person officially reach an agreement with full understanding of building use policies.*****