



University of Illinois Chicago ◇ Meetings & Conferences Registered Student Organization Facilities Request Form						
Student Organization:						
Contact Name:			Position in Organization:			
Event Name:						
Event Date:			Alternative Event Date:			
Event Time (start/end):			Alternative Event Time (start/end):			
Estimated Attendance:						
What Percentage of Attendees will NOT be UIC Students?						
Will This Event Utilize an Agenda? If so, Attach Agenda to the Email.						
Will There be Any Guest Speakers or VIPS? If so, Attach List to the Email.						
Separate Events Must Be Listed on Separate Forms						
Indicate Which Space You Are Requesting:						
<input type="checkbox"/> Student Center East	<input type="checkbox"/> Student Center West	<input type="checkbox"/> Table in SCE Concourse	<input type="checkbox"/> Outdoor Space			
Which Outdoor Space, if Selected:						
<input type="checkbox"/> The Quad	<input type="checkbox"/> University Hall Lawn	<input type="checkbox"/> West Campus	<input type="checkbox"/> Other			
Purpose of Tabling Event, if Selected:						
<input type="checkbox"/> Awareness	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Philanthropy/Charity	<input type="checkbox"/> Promotional			
Indicate Type of Event:						
<input type="checkbox"/> General Body Meeting	<input type="checkbox"/> Lecture/Workshop	<input type="checkbox"/> Dinner	<input type="checkbox"/> Performance	<input type="checkbox"/> Social Event	<input type="checkbox"/> Other	
If You Are Requesting a Series Event, Please Email All of The Dates Note: Special Events Require Consultation & Approval by an Event Coordinator						
Room Style:						
<input type="checkbox"/> Conference Box	<input type="checkbox"/> U-Shape Conference	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Rounds	<input type="checkbox"/> Classroom	<input type="checkbox"/> Cleared	<input type="checkbox"/> Special – Send Diagram
Equipment: Enter Quantity in the Box						
Equipment at No Cost:			Equipment at a Cost:			
Microphone, wired (2 max) Podium/Mic/Sound System Package Podium Sound System Portable with Aux Cord Sound Feed/Video Feed Table Microphone Stand Straight Microphone Stand Boom Microphone Stand			Data Projector with Free Screen (\$28) Laptop (\$110) TV Monitor (\$30) Microphone Wireless (\$30) Microphone, wired (after 2, \$25 each) Mixer (for more than 2 microphones \$30) Screen without Data Projector (\$10) Illinois Room Package (\$550) Michele Thompson Room Package (\$550) If you have any special equipment you'd like to inquire about or request please include it in your email			
Will Your Event Include Catering?						
Only Food Prepared by UIC Catering or Purchased from A Food Vendor Inside the Student Centers Is Permitted in Event Rooms. RSO-sponsored Events with Faculty, Staff or Non-UIC Attendees Must Use the Standard Menu.						
Will Fees or Funds Be Collected at the Event?						
Purpose of Collecting Funds:						
NOTE: All Funds Must be Deposited into your Organization's COF Account Within 5 Business Days						