



NORTHERN ILLINOIS UNIVERSITY

Student Involvement & Leadership Development

Division of Student Affairs

CLB 100 REQUISITION FORM

Campus Life Building, Room 150
815-753-1421

studentinvolvement@niu.edu

- CLB 100 requests must be made at least **2 weeks** prior to the date of the event. Please fill out the form in its entirety. Student Organizations, please ensure your information is accurate and up to date in Huskie Link before making a reservation request.
- If your room request is approved, a contract* will be emailed to you.
- Please review, sign and return the contract to: Student Involvement & Leadership Development, Campus Life Building, Room 150.
- You are responsible for leaving this room clean and in its standard set up. Charges may apply if the room is not left clean or returned to its standard set up.

Department/Organization	
Organization Address	
Applicant's Name	
Applicant's Phone	
Applicant's Email	
Dept.'s Account Number	
Date(s) Requested	
Start Time	
End Time	
Room Requested	CLB 100
Purpose for Room	
# of People Expected (capacity is 80)	
Room Set Up	<i>This room is set in a standard hollow square for 40</i>

The following equipment is available for use at no charge; however if the equipment is found to be damaged and not in good working order, the full item replacement cost will be charged to your account number.

Laptop LCD Projector Speaker System Mic Wireless Mic

Do you plan to have food? (Circle one) **YES** or **NO**

Please be aware that a \$21.00 minimum/hr. fee will be billed by Building Services if the room is not left clean and in the standard room set.

***PLEASE NOTE:** This is only a request and not a contract for your space. If your request is approved, a contract will be emailed to you. Please review, sign and return the contract to SILD office. Cancellations should be made at least 2 business days prior to the event to avoid charges for services.

Applicant's Signature

Advisor's Signature (required for Organizations)

Date

For Office Use Only

Organization is: Recognized/Suspended

Verified By: _____

Date Received: _____