



NORTHERN ILLINOIS UNIVERSITY

# Student Involvement & Leadership Development

Division of Student Affairs

## SPACE REQUISITION FORM

Campus Life Building, Room 150

815-753-1421

studentinvolvement@niu.edu

- Please use a separate form for each type of reservation request.
- Requests must be made at least **5 working days** prior to the date of use.
- Only Student Association recognized student organizations in good standing and up to date in Huskie Link, and university departments can reserve space on campus. Space may not be used to “front” outside commercial vendors.
- **Tables:** Organizations are allowed to reserve a table a maximum of **5 days in any one month**. Only 2 tables may be reserved on any one day, but each must be in a different building. The person(s) staffing the table must be from the Student Organization indicated below. Any reference to alcohol is not appropriate for fundraising purposes.
- **Rooms:** Please be aware that an **account number is required when reserving a Smart Room**. Provost guidelines must be followed when using rooms and rooms must be left in their original set up.

<b>Organization</b>			
<b>Applicant's Name</b>		<b>Applicant's Phone</b>	
<b>Account Holder or Treasurer's Name</b>			
<b>Organization's Cost Center or Account Number</b>		<b>Applicant's Z ID</b>	
<b>Date(s) Requested</b>			
<b>Start Time</b>		<b>End Time</b>	
<b>Table Request</b> Circle preference below		<b>Room Request</b> Circle preferences below	
DuSable Informational Table		DuSable Smart or Non-Smart	
DuSable Fundraising Table		Faraday Hall Smart or Non-Smart	
Wirtz Table		Graham Hall Non-Smart only	
		La'Tourette Hall Smart Room only	
		McMurry Hall Smart or Non-Smart	
		Psy-Computer Smart Room only	
		Reavis Smart or Non-Smart	
		Visual Arts Smart Room	
		Wirtz Smart or Non-Smart	
<b>Purpose:</b> Promotional, bake sale, meeting, speaker, etc.)		<b>Number of Guests:</b>	

**PLEASE NOTE: This is only a request and not a contract for your space.**

If your table request is approved, a contract will be emailed to you. Please review, sign, and return the contract to our office.

If your room request is approved, a confirmation will be e-mailed to you. Cancellations should be made at least 2 business days prior to the event to avoid charges for services.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's email (Z ID or Outlook **ONLY**)

\_\_\_\_\_  
Advisor's Signature (In signing this request, you agree that you and your organization will abide by the Guidelines for Use of General Purpose Smart Classrooms set by the Provost office.)

\_\_\_\_\_  
Date

**For Office Use Only**

Organization Recognition Verified By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Last updated: 12/09/2016