



NORTHEASTERN
STATE UNIVERSITY

Standing Meetings

University Center, Alumni Center, NET
918-458-2122; fax 918-456-2308

Organization _____ Application Date _____

Responsible Contact Person Making Reservation _____

Position in Organization _____ Phone _____

Address _____ E-Mail _____

Day of the Week _____ Beginning Time _____

How often will you meet? _____ Estimated Attendance _____

Type of Meeting _____

Date of First Meeting _____ Date of last meeting for the semester _____

(Space reservations must be renewed each semester)

Room Requested: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Faculty Advisor (for student organizations only) _____

- It is the responsibility of the contact person to notify the UC Office of any changes in meeting dates or additional requests for equipment.
- The University Center reserves the right to make adjustments in room assignments as necessary for special events or emergencies.
- Recognized student organizations in good standing with the University are provided meeting space free of charge to conduct regular business of their organization and two free special, additional events in the UC each semester.
- Space is considered "as is" and students are expected to leave the meeting space as they found it. Responsible groups will be billed for damages or extra clean-up.

I have read and understand the policies and guidelines regarding use of the University Center facilities and agree, on behalf of the group I represent, to abide by them:

Signature of Contact Person _____

<i>For Office Use Only:</i> Date Received _____			Date Responded _____			Initials _____		
Room Assigned _____								
Day _____			Time _____			Frequency _____		