



Reservation Form

The Landing Reservation Form must be received at least two weeks in advance. The use of space is limited to students, student organizations, faculty, and staff during the academic year. Students and student organizations will have first preference, but faculty and staff are encouraged to use the facility as well. Please return this form to the Center for Student Involvement located in the Olsen Student Center Room 110 A.

Important note: Due to staffing constraints if you are reserving The Landing before 5:00pm staff may not be available to support your program. Please discuss this with the Assistant Director prior to reserving the Landing.

Name of the Organization/Department: _____

Requestor: _____

Local Phone/Cell Number: _____

Email Address: _____

Date of the Event: ____/____/____ S M T W TH F S (Please Circle)

Access Time (Set Up Time): _____ am/pm

Time of Event (Start Time): _____ am/pm Departure Time (Leave the Room): _____ am/pm

Name of the Program: _____

Description of Program: _____

Instructions on Special Room Arrangement: _____

If this is a lock-in students must contact Facilities and UMF Police for permission.

Media Requested:

*Performer's Load-in Time and Sound Check Time _____ am/pm

*Podium _____ Yes _____ No

*Sound System Required _____ Yes _____ No

*Number of Microphones Needed _____

* Projector for TV/Gaming / movie _____

*Other Equipment or Needs: _____

Will there be Food at the program/event: _____ Yes _____ No

(See the Conferences & Events Staff to order food)

By signing this form you understand that you and/or your organization is responsible for any damages or losses to the landing and equipment as a result of your program.

Signature of Requestor: _____ Email: _____

Date of Request: ____/____/____

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Office Use Only:

Staff Signature: _____

AD Approval Signature: _____