Southeastern Oklahoma State University
STUDENT UNION FACILITIES REQUEST FORM

Dean of Students Office
1405 N 4th Ave PM Box 4030
Durant, OK 74701-0609
Phone: (580) 745-2266
Fax: (580)-745-7498
Attention: Brad Boling
Email: bboling@sosu.edu

We have the following facilities available: (* indicates maximum seating available)

1st Floor Atrium
2nd Floor Loft
2nd Floor Auditorium SU213(*75)
3rd Floor Meeting Room SU323 (*50)

DATE (of event) / / until _______________________

TIME (note am/pm) _______________

FUNCTION (Name of event)

FACILITY REQUESTED: ____________________________ Est. # of People ______

Are you requesting the facility for standing meetings? Yes No

If yes, until what date? _________________________

GROUP REQUESTING FACILITY_________________________
(Please Circle One) Student Group Faculty/Staff Group Off-Campus Group

PLEASE SELECT ADDITIONAL NEEDS:

Public Address System ______________ Projector Screen (TV and laptop) __________ Podium ______

Tables (type & number) ________ Chairs (number) ______________

Any Other Special Items (please list and we will try to accommodate)

______________________________

(Food arrangements can be made with Sodexho, 745-2826)

CONTACT PERSON (Advisor): __________________________ PHONE # __________________________

EMAIL ADDRESS: __________________________ FAX# __________________________

FACILITY REQUESTED BY:
______________________________ Phone# __________________________ DATE: ______________