# Holmes Student Center Room Request Form

**Organization/Department**

**Name**

**Position Title**

**Phone**

**ZID#:**

**Optional Alternate Email**

**AR/Cost Center #:**

**# of People Attending**

**Event/Activity**

**Will non-members of your student org attend this event?**

**Date of Event**

**Set Up Time**

**Start Time**

**End Time**

**Custom Set Rooms**

- [ ] Sandburg
- [ ] Regency
- [ ] Duke Ellington Ballroom
- [ ] Capitol
- [ ] Sky Room
- [ ] University Suite

**Standard Set Rooms:**

- [ ] Illinois- hollow square for 40
- [ ] Lincoln- chairs in rows for 80 w/ head table for 4
- [ ] Douglas- conference table w/ 12 chairs
- [ ] Heritage- classroom set for 72
- [ ] 03 Tower- conference table w/ 12 chairs
- [ ] 04 Tower- table w/ 5 Chairs
- [ ] 05 Tower- chairs in rows for 80 w/ head table for 4
- [ ] 06 Tower- hollow square for 30
- [ ] Ellington’s- FCNS luncheon set
- [ ] Hunt- FCNS luncheon set

**Services (fees may apply)**

**Audio/Visual Needs:**

- [ ] Laptop
- [ ] Projector
- [ ] Screen
- [ ] Sound
- [ ] Microphone
- [ ] Lectern
- [ ] Lighting
- [ ] Tech On Duty

**Catering:**

- [ ] Beverages
- [ ] Snacks
- [ ] Breakfast
- [ ] Lunch
- [ ] Dinner
- [ ] Dessert
- [ ] Etiquette Meal

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**Please Note:** This is only a request and not a contract for your space. If your request is approved, a reservation confirmation will be emailed to you.

**Student Organizations:** After booking the space for your social event, please go to [https://niu.collegiatelink.net/](https://niu.collegiatelink.net/) to fill out a Huskie Link Event Submission form with the complete details of your event. A mandatory Production Meeting with HSC staff is required one week prior to large student events hosted in the HSC.

**Policies:** The Holmes Student Center Policies and Procedures are posted on our website for your review. All clients will be held accountable to those policies. Please direct any questions or concerns to HSC management. Fees may apply for services, same day requests, and no shows.

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By signing this document, I acknowledge that I have read and fully understand all Holmes Student Center, On Campus Social Event, and Events and Conference Services Policies and agree to hold my group accountable to them while utilizing space in the Holmes Student Center.

**Signature:** ____________________________ **Today’s Date:** ____________

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**For Office Use**

**Received By:** ____________________________ **Date & Time:** ____________ **Confirmation Emailed On:** ____________

**Additional Notes:** ____________________________________________

**Production Meeting Date:** ____________ **12/18**