Shepherd Union
Event Request Form

*This is NOT a confirmation! A room will NOT be reserved until a signed form is returned to SEC Office.*

### EVENT INFO

- **Name of Event:**
- **Sponsoring Group:**
- **Cost Code:**

- **Beginning Date & Time of Event:**
- **Ending Date & Time of Event:**

- **Beginning Room Access Time:**
- **Ending Room Access Time:**

- **Areas Scheduled:**
- **Max Room/Event Capacity:**

#### Type of Event

- [ ] Meeting
- [ ] Banquet
- [ ] Fundraiser
- [ ] Dance
- [ ] Other (please specify)

#### Catering Services

- [ ] WSU Dining
- [ ] Under $100*
- [ ] Food Waiver**
- [ ] Benefit

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*as per PPM 5-30aII
**Requires authorization from Dining Services
Must be attached to this form.

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Events requiring tickets, additional labor, and/or open to the general public, must be submitted **TWO WEEKS** prior to event, by __________ (DATE).

Failure to turn in form by above date will result in **CANCELLATION OF EVENT**.

### ADMISSION INFO

- **With WSU Student ID**
- **Without WSU Student ID** $ Other (discount for canned food, costume, etc.) $

- **Ticket Sales Begin Date:** Other Tickets: (special tickets must be provided in advance. All tickets must be numbered)
- **Ticket Sales End Date & Time:**

#### Day of Event Only Ticket Sales

- **Ticket sales time start:**
- **Ticket sales time finish:**

Complimentary tickets will not be handled at the Union Information Center. Funds will be deposited in the Business Office Safe. Reimbursement will be made per WSU policy.

### SERVICE INFO

- **WSU Police (1st-$35, after that $25/hr)** $ 35/25hr x _____ hours = $
- **WSU Ushers** $ 10/hr x _____ hours = $
- **Building Manager After Hours** $ 35/hr x _____ hours = $
- **Desk Attendant After Hours** $ 25/hr x _____ hours = $
- **Building After Hours** $ 50/hr x _____ hours = $
- **Excessive Cleanup** $ 50/hr x _____ hours = $
- **Other (electrical, damage, etc)** $ 35/hr x _____ hours = $

These rates are used to prepare your event. You will be billed for total hours required based on your start and end time.

### RESPONSIBILITY

- By signing this form you are acknowledging that you have completed this form accurately and completely and agree to abide by WSU and Shepherd Union Policies and Procedures. Advisor must have authorization for the listed cost code - signing this form allows event-associated costs to be charged to this cost code.

- **Person Responsible for Event - PRINT:**
- **Advisor Responsible for Event - PRINT:**

- **Person Responsible for Event - SIGNATURE:**
- **Advisor Responsible for Event - SIGNATURE:**

- **Person Responsible for Event - PHONE:**
- **Advisor Responsible for Event - PHONE:**

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**White/Yellow Copy - Business Office**

**Pink Copy - SEC Office**

**Goldenrod Copy - Sponsoring Group**

**Event ID # __________ SEC Staff Initials ____________ Info Desk Initials ____________**