

Date of Request

## 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.***

<b>EVENT INFO</b>	Name of Event:		Sponsoring Group:		Cost Code:				
	Beginning Date & Time of Event:		Person Reserving:		Phone:				
	Ending Date & Time of Event:								
	Beginning Room Access Time:		Contact Person at Event:		Phone:				
	Ending Room Access Time:								
	Areas Scheduled:		Max Room/Event Capacity:						
	Type of Event (mark all that apply):		<input type="checkbox"/> Meeting		<input type="checkbox"/> Banquet		<input type="checkbox"/> Fundraiser		<input type="checkbox"/> Dance
<input type="checkbox"/> Other (please specify)									
Catering Services		<input type="checkbox"/> WSU Dining		<input type="checkbox"/> Under \$100*		<input type="checkbox"/> Food Waiver**		<input type="checkbox"/> Benefit	

\* as per PPM 5-30allF

\*\* Requires authorization from Dining Services  
Must be attached to this form.

Events requiring tickets, additional labor, and/or open to the general public, must be submitted <b><u>TWO WEEKS</u></b> prior to event, by _____ (DATE). Failure to turn in form by above date will result in <b>CANCELLATION OF EVENT</b> .					
<b>ADMISSION INFO</b>	With WSU Student ID		\$		
	Without WSU Student ID		\$	Other (discount for canned food, costume, etc.) \$	
	Ticket Sales Begin Date:		Other Tickets: <small>(special tickets must be provided in advance. All tickets must be numbered)</small>		
	Ticket Sales End Date & Time:				
	Type of Ticket (wristband, ticket, other)				
<b>Day of Event Only Ticket Sales:</b> 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					
<b>SERVICE INFO</b>	WSU Police (1st-\$35, after that \$25/hr)	\$ 35/25hr	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.
	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 =	\$	

<b>RESPONSIBILITY</b>	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:

White/Yellow Copy - Business Office  
Pink Copy - SEC Office  
Goldenrod Copy - Sponsoring Group

Event ID # \_\_\_\_\_

SEC Staff Initials \_\_\_\_\_

Info Desk Initials \_\_\_\_\_