

RSO Priority Reservation Request Centennial Student Union Minnesota State University, Mankato

Date Submitted: _____

*Priority reservation requests are approved on a semester basis. Requests will be accepted four weeks prior to the beginning of the semester. This is **NOT** a reservation confirmation. Reservations will be made in the room most appropriate for the number of people attending the meeting. There may be dates where there are no rooms available. If there are no rooms in the Centennial Student Union - an academic room may be an option. There is a limit of six hours per week for meeting times.*

Name of Organization or Department

Designated Schedulers: 1.

2.

Your <i>campus</i> e-mail address (to send confirmation)	@mnsu.edu
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Your Phone Number	Number of People Attending
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Name of Event or Meeting <small>(list what you want on monitors in CSU)</small>
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Purpose of Event or Meeting

Preferred Building

Type of reservation (circle one); use separate form for more than one type:
 Meeting room Lobby space Banner space Showcase (for 3-D only)

<i>Room / lobby or other preference*</i>
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Special Set up or equipment needs

Please complete the back of this form with dates and times

****A room with a standard set up will be reserved first; if none are available then a set up room will be used.***

For Office Use Only

<i>Approved</i>

<i>Event # or Ref # of Confirmation</i>

<i>Restrictions</i>
