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## REQUEST FOR USE OF UNIVERSITY PREMISES AND FAC **URBANA-CHAMPAIGN**

For Indoor Illini Union Space, Return to Reservation Office, 165 Illini Union, Urbana, Illinois 61801 (333-0691)
For Intramural Physical Education Building Space, Return to Division of Campus Recreation, 170 IMPE, 201 E. Peabody, Champ For Ice Arena Space, Return to 108 Ice Arena, 406 E. Armory, Champaign, Illinois 61820 (333-2212)
For All Other Space, Return to Office for Project Planning and Facility Management, 807 S. Wright St., Suite 320, Champaign, Ill

Saturday April 9, 1999 7-PM 10:30 250 either Smith Hall 8v Folland Finday April 9, 1999 7-PM 10:30 250 Auditonim 1f Saturday 1s Not awai labele 4134 Approved 1s Not are required to deposit any such funds into their Organizations or any money generated at this event (excluding dues, assessments or Organizations are required to deposit any such funds into their Organizations Fund Account.  2. Is this event a fund-raiser for charity?	Dates Dates	Hours To		Estimated Attendance	Space Desired	
1. Will there be an admission charge, sale of items, collection of donations or any money generated at this event (excluding dues, assessments of Organizations are required to deposit any such funds into their Organization Fund Account.  2. Is this event a fund-raiser for charity?  Yes No If so, which charity?  3. Will there be a non-student or non-faculty speaker? Yes No Name of Speaker(s).  4. Will food and/or beverage be served? Yes No Breakfast : Lunch : Dinner : Reception : Coffee : Other (a) Illini Union - All food and beverages served or sold in the Union must be served or sold by the Illini Union Food Service. You re than four weeks in advance for meal service, and no later than two weeks in advance for simple service.  (b) General University Space-Requesting group MUST contact the Environmental Health and Safety Office, 333-2755.  5. Will there be a set-up: (Alterations of existing facilities, need for equipment or services)? If yes, arrangements must be made no later than one week in advance with either (a) or (b) below: (a) Illini Union - Contact Reservations Office, 165 Illini Union, 333-0691 no later than one week in advance. (b) General University Space - Contact the Supervisor of Public Functions (Physical Plant Service Bldg.) at 333-1490. Any change or stage properties will be accomplished by Public Functions (Physical Plant Service Bldg.) at 333-1490. Any change or stage properties will be accomplished by Public Functions at a charge to the Sponsoring Group. Any maulinorized adjustmer sponsoring group. If instructional equipment is needed (overhead projector, VCR, etc.) contact Office of Instructional Resource  Remarks (For Illini Union Give Room Arrangement):	Saturday April 10, 1999	7-pm	10:30	250	either Smith	
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assignment. Those organizations will not be allowed to walk future request forms. If the situation gets out of hand, no organization of having the office mail the form directly to the appropriate space utilization office (usually the Illini Union, Facilities Planning and When you submit requests for "Use of University Facilities and Premises," in 280 Illini Union for event approval, you have a choice will be allowed to walk request forms. walk it yourself. This walk system is to enable you to more quickly submit your request to the appropriate office thereby getting the Management, or Campus Recreation) through campus mail, or you can ask to pick up the form the next work day (after 3:00pm) to form there quicker than if mailed. IT IS NOT INTENDED FOR YOU TO DEMAND A ROOM ASSIGNMENT AS YOU WAIT. These offices are frequently very busy and These offices are being asked to keep track of organizations that are overly zealous in "demanding" immediate unable to offer you assistance as you wait. If they are not swamped, they are very willing

Note: Sponsoring Group is responsible for all cleanup and any damages incurred as a result of this event. THIS REQUEST FOR SPACE IS CONFIRMED ONLY WHEN AN APPROVED COPY IS RETURNED TO THE APPLICANT. PLEASE KEEP ALL CARBON COPIES ATTACHED. I have read, and agree that the above organizations(s) will abide by the University Regulations governing use of University Premises as stated on the reverse side of this copy. (For special instructions relating to safety, please see reverse side.) Signature of Authorized Organizational Agent(s) Date Filed Contact Person (print) Social Security # (if student) (Group representative attending event and responsible for conducting event or activity)

MUST Complete for Contact Person;

Recorded

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EVENT APPROVED BY

state or federal lew, the policies or the Board of Trustaes

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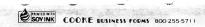
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help you.

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