

SOCIAL WORK USE ONLY!!!

FOR OFFICE USE ONLY
Reservation Number _____
Reservation Confirmed _____

Questions can be directed to sw-facilities@illinois.edu or Amy Hiles at 217-244-8464

School of Social Work: Facility Reservation Form

Date of Request: _____ Date(s) of Event: _____

*The request **must** be made at least two weeks prior to the event

Event Title: _____

Type of Event: _____

Contact: _____ Organization: _____

Phone: _____ E-mail: _____

Time requested:

Set-up: _____ to _____ Event: _____ to _____ Clean-up: _____ to _____

Rooms available to be reserved:

- 2007 Classroom (672 ft²) Cap. 49 People
- 2015 Conference Room (883 ft²) Cap. 110 People
- 2018 Classroom (924 ft²) Cap. 49 People
- 2019 Classroom (607 ft²) Cap. 45 People
- 2027 Classroom (1,310 ft²) Cap. 120 People
- 2030 Classroom (484 ft²) Cap. 45 People
- 2101 Classroom (492 ft²) Cap. 45 People
- 2000P Conference Room (342 ft²) Cap. 20 People

Equipment Available; check if needed:

____ Audiovisual Equipment (all rooms) ____ Teleconference (2000P & 2015 only) ____ PA System (2027 only)

Set-up Preferences:

Chair Quantity: ____ *Please explain how you would like the tables and chairs to be arranged?

Food to be Served:

Yes, food will be catered

You **MUST** use University Catering OR a caterer holding a valid Certificate of Insurance approved by Campus Risk Management. A list of insured caterers can be found at: <https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=95244>

Yes, alcohol will be served

You **MUST** use a caterer, and a TIPS/BASSET-trained member of the catering staff must be present; see the link of caterers above. You also **MUST** do the form below.

Name of caterer: _____

Alcohol Approval Form is attached.

(https://studentaffairs.illinois.edu/sites/vcsaprod/files/docs/Alcohol_Approval_Form_0.pdf)

Additional Comments:

By signing below, you confirm the information on this form is accurate.

Signature (Requester)

Date