



# STUDENT UNION

Box 92780 Lake Charles, LA 70609  
Telephone 337-475-5609 Fax 337-475-5608

**Please return this form to the above office no later than 48 hours prior to the event to ensure availability of all requested services and to provide ample time for set up. Twenty-four hour notice is required for cancellation. Failure to do so may result in a \$25.00 take down fee if the room has already been set up. If you have questions, please call the Student Union Office at (337) 475-5609. **You are responsible for the condition of the room and the equipment being used. No one should sit on tables. Following your meeting or event, please remove table covers and put all trash in trashcans and turn off the lights.****

Name of Group/Club \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Date(s) Needed \_\_\_\_\_ Start Time \_\_\_\_\_ am/pm Ending Time \_\_\_\_\_ am/pm

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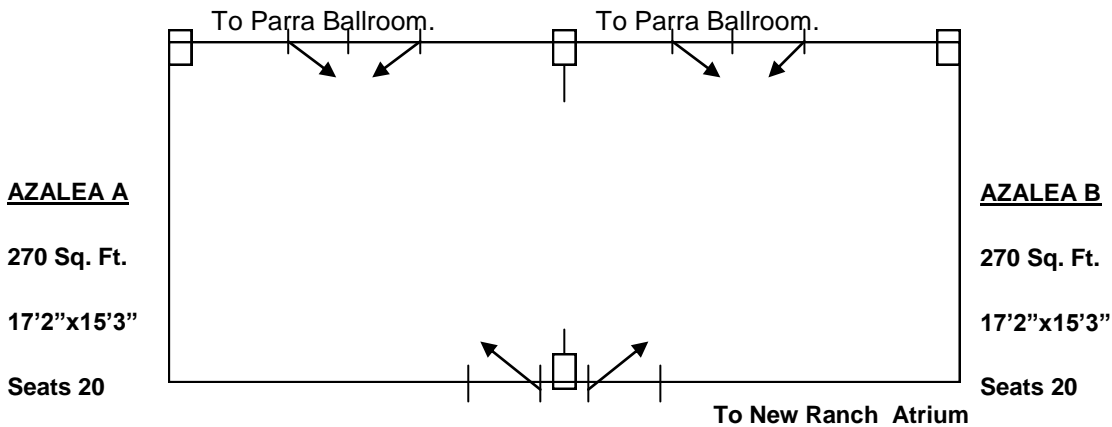
Name of Event \_\_\_\_\_ Number Attending \_\_\_\_\_

Describe Event \_\_\_\_\_



Table = # of Tables \_\_\_\_\_ Chair = X # of Chairs \_\_\_\_\_ Podium = PD

Using the above symbols provided, please draw desired arrangement in the box below.



Enter special notes or requests below (USE BACK OF PAGE IF NECESSARY).

\_\_\_\_\_  
\_\_\_\_\_

Set Up Done By \_\_\_\_\_ Start \_\_\_\_\_ Checked \_\_\_\_\_  
Finish \_\_\_\_\_