



## Holbrook Union Office

MSU Box 92549

Lake Charles, LA 70609

Phone: (337)475-5609 Fax: (337)475-5608 email: [campuslife@mcneese.edu](mailto:campuslife@mcneese.edu)

# Meeting Room Request

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street, City, State, Zip)

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of meeting: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Number Attending: \_\_\_\_\_

Type of meeting (explain): \_\_\_\_\_

Location (Circle): Mariner    Mallard    Gallery    Azalea    Old Ranch    New Ranch Atrium    Parra

**Please check one:**

- Registered Student Organization (no fees apply)
- University Department or College (no fees apply)
- Outside Entity (**fees apply**)

**Meeting Room**

Mariner, Mallard, Gallery  
 Azalea A, B  
 Parra Ballroom  
 Old Ranch  
 New Ranch Atrium

**Fee**

\$55 each  
 \$35 each  
 \$300  
 \$100  
 \$50 per table

I, the undersigned, reserving the above meeting room(s), agree to the following:

- **This is a meeting and not a Special Event Request. If it is I am aware that this is not the form that should be completed for a special event request. Any questionable activity may result in the group listed above losing room rental privileges.**
- All meeting rooms being used are to remain in the same condition in which it was issued.
- If meeting room(s) are not cleaned after use, a clean-up fee of \$75.00 will be charged.
- I agree to be fully and solely liable for all damages to, or loss, or destruction of, from any and all cases, including, but not limited to accidents, fire, theft, and vandalism that occur during my use of the meeting room(s).
- I agree to report any changes in information pertaining to this meeting to the Union Office immediately and prior to the meeting.
- All reservations are subject to the final approval of Union Office Administration.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Union Staff Confirming Reservations /Payment

\$ \_\_\_\_\_  
Amount of payment received