

UDM STUDENT LIFE OFFICE SPACE REQUEST FORM

Sponsoring Organization or Department		
Contact Name	Contact Phone	Contact Email Address
Event Name		
Detailed Description of the Event		
Event Date	Event Beginning Time	Event Ending Time
Is the Event Recurring? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If recurring, how often? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Entire Term <input type="checkbox"/> Other		
Is the event open to all students? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the event open to non-UDM students? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please contact Public Safety at 313-993-1234		
How many people are expected at this event?		
Event Location: (First Choice) Choose from pull down menu (Second Choice) Choose from pull down menu (Third Choice) Choose from pull down menu		
Does this Event need chairs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?		
Does this Event need tables? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?		
Does this Event need Sodexo food service? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please contact Sodexo at 313-993-1213		
Does this Event need Sound Equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe		
Please describe any additional event request instructions.		

Please email form to groundscoffee@udmercy.edu and SAVE for your records!!