



OFFICE OF THE REGISTRAR

322 Student Union
Stillwater, Oklahoma 74078-1013
405-744-6876 | O
registrar@okstate.edu

GU ROOM REQUEST FORM

Event Name*
Expected Attendance*
Organization*
First Name*
Last Name*
Banner ID/CWID*
Email*
Phone Number (xxx)-xxx-xxxx
Start Time* Time (xx:xx am/pm)
End Time* Time (xx:xx am/pm):
Date* Start Date (xx/xx/xxxx)*: _____ End Date (xx/xx/xxxx)*: _____
Occurrences:
One Time: [] Weekly: [] Monthly: [] Unique: []
Unique Date Description:
(If you have a unique meeting time - for example, twice a week or the first day of Tuesday and Thursday of every month - please provide an explanation of your meeting time.)
Room Choice #1*
Room Choice #2
Room Choice #3
Comments
(Please give a brief explanation of why you are requesting the room or any additional information you would like provide.)
Terms and Conditions Food, drink, and charging for attendance for events is not allowed in General University rooms.
Agree to Terms and Conditions* [] Yes, I agree [] No, I do not agree