



OFFICE OF THE REGISTRAR

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

GU ROOM REQUEST FORM

Event Name
Expected Attendance
Organization
Name (First/Last)
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:
If start and end date aren't one-time occurrences, please select day(s) of the week for your meeting:
M T W R F Sa Su
Unique Date Description (Please provide a list of each meeting date):
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