



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:
Unique Date Description (Please provide a list of each meeting date):
Room Choice #1
Room Choice #2
Room Choice #3
Comments
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