



University Union Reservation

Date(s) of Event: ____ / ____ / ____ (mm/dd/yyyy)

Name of Event: _____

Time(s) _____ to _____

Number of People to Attend: _____

Person Requesting Reservation

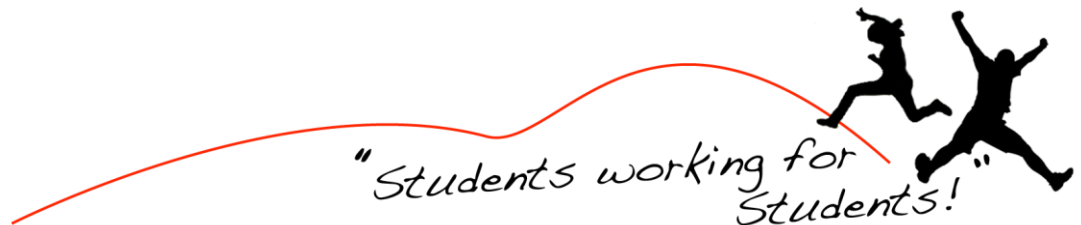
Requestor's Full Name: _____

Day Phone Number: _____

Cell Phone Number: _____

Sponsoring Group/Dept.: _____

Email Address: _____



ASI University Union Phone: 510-885-7245 Fax: 510-885-7243 Email: uureservation@csueastbay.edu

Person Responsible for Reservation

Requestor's Full Name: _____

Day Phone Number: _____

Cell Phone Number: _____

Sponsoring Group/Dept.: _____

Email Address: _____

Address: _____

Type of Event

Meeting Conference Banquet Special Event Other

Does your event require audio/video or extra equipment provided by the University Union?

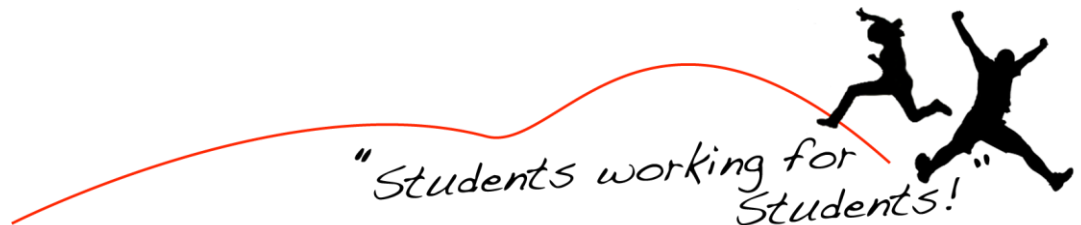
Yes No

If yes, please check the items below that you request:

Number of Microphones: _____

Podium Stage Unit(s) Flip Chart w/ markers LCD Projector

White Board w/ markers DVD Player Television w/ VCR Sound System



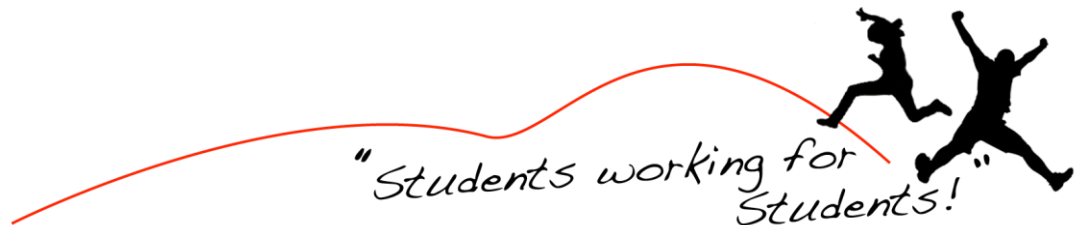
Will there be food at your event? Yes No
 Will alcohol be served? Yes No
 Do you have a Student Life approval form? Yes No

Do you have a room preference?

102	311	307-A	307-B	307-C
MPR-A	MPR-B	Bay View	Oakland	Concord
Hayward				

*Room capacity is dependent on event setup. Please ask the UU reservation office for more information.

Special Instructions / Remarks:



University Union Meeting Rooms

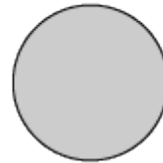
Standard Setup Selections

The University Union offers various options for room setups depending on the type of event you are hosting. **Please check only one option below.** Diagrams give further detail to the various style. The exact number of tables and chairs will also vary depending on the number of people planned to attend.

If you anticipate outside vendors performing services, such as food or entertainment, be aware that the University Union requires specific insurance coverage. Please see the UU reservation office for more information.



Seminar Table
(Seats up to 3)



Round Table
(Seats up to 8)



30" Table
(Seats up to 3-6)



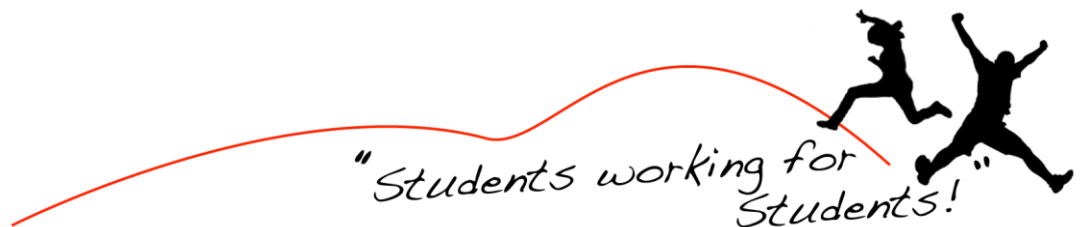
Chair

Seminar Table

Round Table

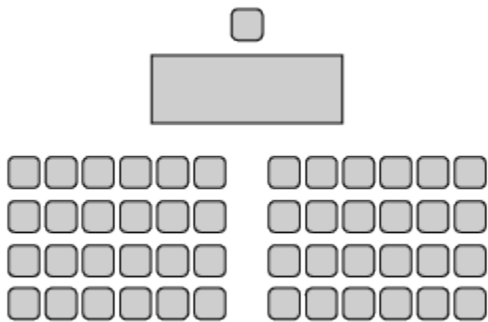
30" table

Chair

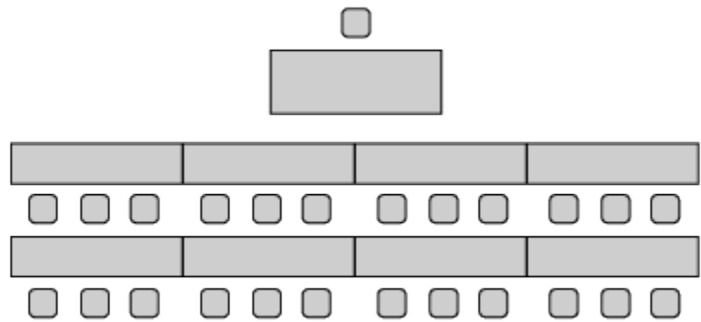


Lecture Style

Basic Lecture

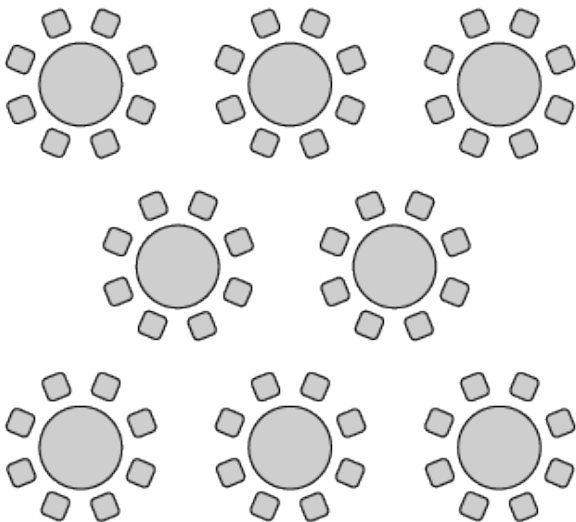


W/ Tables

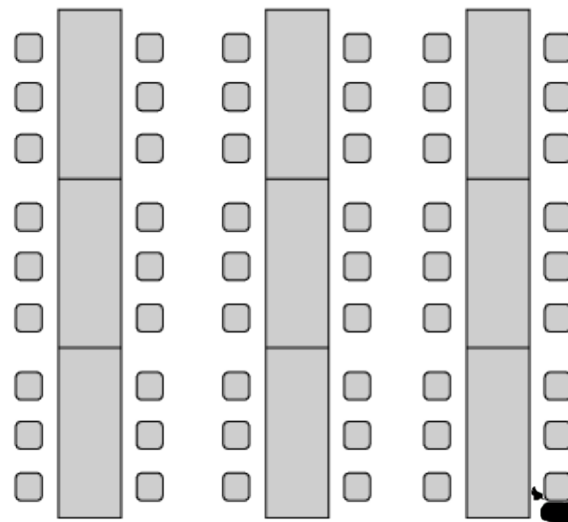


Banquet Style

W/Round-tables



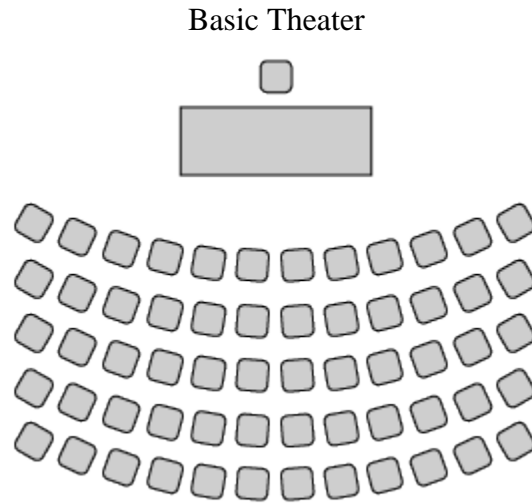
W/O-Round-Tables



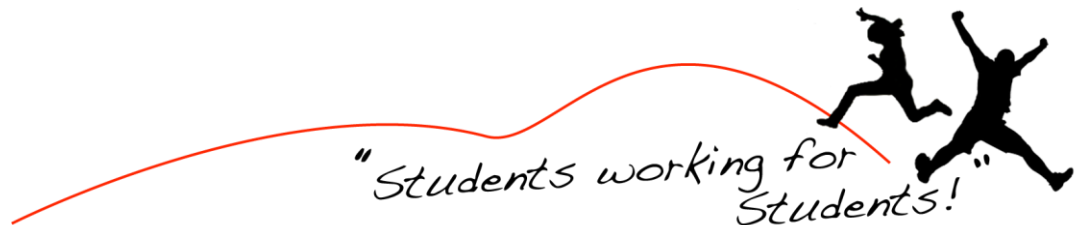
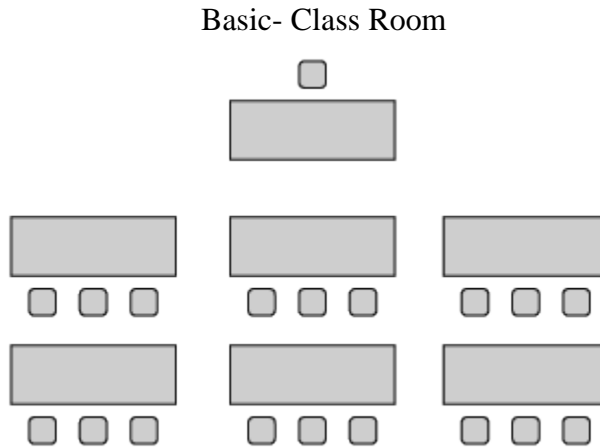
"Students working for Students!"



Theater Style

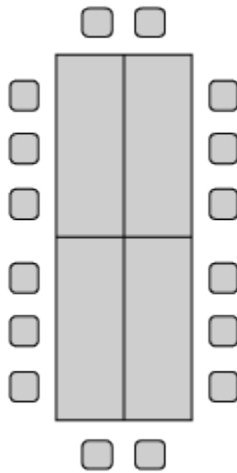


Classroom Style

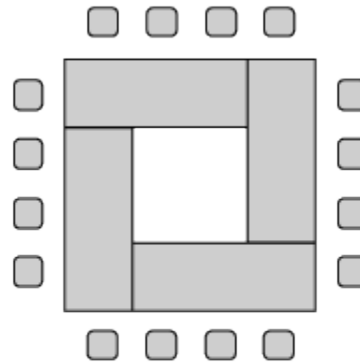


Conference Style

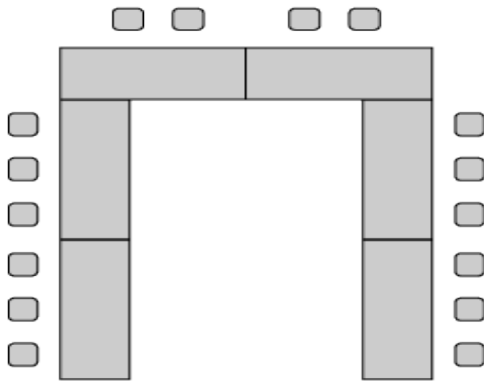
Basic-Conference



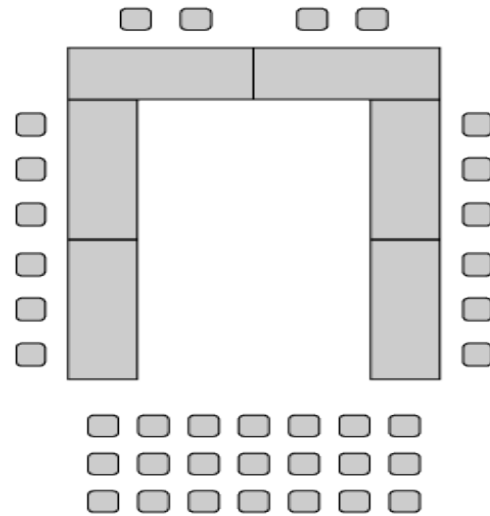
Open-Square



U-Shaped-w/o-audience



U-Shaped-w/o-audience

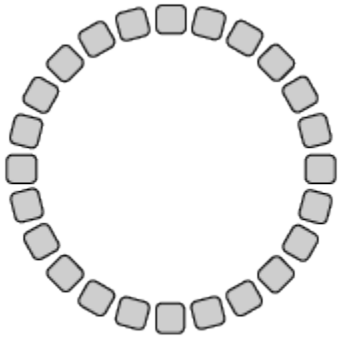


"Students working for Students!"



Group Style

Circle-Group



Square-Group

