

Idaho State University-Meridian

Facility Reservation

This form is to be used for facility usage by external constituencies. ISU faculty or staff members requesting facility usage which would involve external constituencies must complete this form.

This form must be submitted at least 2 weeks prior to your event. If your event is approved you will be notified at that time of any additional charges* (i.e., rental charges, overtime charges for staff support, etc.).

You must have a designated contact person that will be on the premises for the entire event.

Mail form and deposit to:
ISU-Meridian Health Science Center
Attn: Tammi Perdeu
1311 E Central Drive, Meridian, ID 83642
(208) 373-1707 office
(208) 373-1790 fax

Hours of Availability:
Monday – Friday 8:00 am – 7:00 pm
Saturday 10:00 am – 4:00 pm
Sunday Closed

Event Information

Name of Event: _____ Anticipated attendance: _____

Topic of Event (if speaker/performer): _____

Description of Event (for publicity): _____

Proposed Date(s) of Event: _____ Start Time: _____ End Time: _____

Set-up time: _____

Designated contact person who will remain onsite during the event: _____

Designated contact person's phone number during event: _____

Contact Information

Organization: _____ Today's Date: _____

Contact Person: _____ Email: _____

Phone #: _____ Alternate phone #: _____

Your organization's relationship to ISU: _____

ISU Faculty/Staff Contact: _____ Phone #: _____

Event Type - Please choose all applicable categories

- Conference Meeting Workshop Fundraiser Service Speaker
- Other (please specify) _____

Reason ISU-Meridian should support this event: _____

Note: Some events may require a review by ISU Public Safety and/or the ISU Office of Risk Management. If it is determined that your event presents a potential liability for ISU, you may be required to obtain liability insurance for personal injury/death, or property damage. You must also sign the Rental Use Agreement.

***A cleaning deposit of \$100 may be required two weeks prior to your event. This deposit is refundable providing the facility is left in its original condition.**

Will you require audiovisual equipment? Yes No

- LCD Projector Overhead Projector Projection Screen Podium
- Laptop DVD Player TV/VCR Other _____

Note: *Additional charges may be assessed for damaged or lost equipment.*

Food Services

Food services are not available at ISU-Meridian. You are responsible for arranging catering services for your event. You must meet and escort the caterer to the appropriate room/area.

Office Use Only

Is the requested facility available for use: yes no Room # _____ If no, date requestor was notified: _____

Will the event require ISU-Meridian staffing: yes no Estimated staffing charge: _____

Charges:

Work order generated yes no

\$100 Cleaning Deposit received on _____ Refunded on _____

Room Rental _____ Staff Support Charge _____

Miscellaneous charge: amount _____ Purpose _____

Approval

- Approved/no charge Approved/charge Denied Post to calendar

 Bessie Katsilometes, Dean
 ISU-Meridian Academic Program

 Date