

GALLERY

STUDENT UNION
 Box 92780 Lake Charles, LA 70609
 Telephone 337-475-5609 Fax 337-475-5608

Please return this form to the above office no later than 48 hours prior to the event to ensure availability of all requested services and to provide ample time for set up. Twenty-four hour notice is required for cancellation. Failure to do so may result in a \$25.00 take down fee if the room has already been set up. If you have questions, please call the Student Union Office at (337) 475-5609. You are responsible for the condition of the room and the equipment being used. No one should sit on tables. Following your meeting or event, please remove table covers and put all trash in trashcans and turn off the lights.

Name of Group/Club _____		
Contact Person _____		
Address _____		
Telephone _____	Cell Phone _____	Fax _____

Date(s) Needed _____ Start Time _____ am/pm Ending Time _____ am/pm

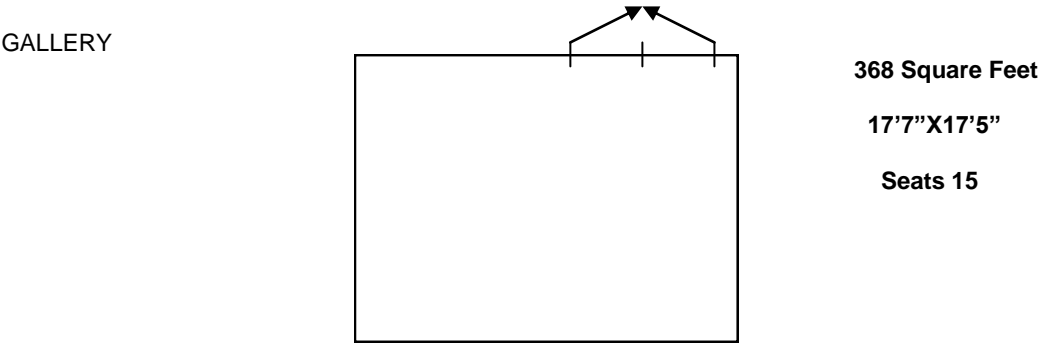
Date(s) Needed _____ Start Time _____ am/pm Ending Time _____ am/pm

Name of Event _____ Number Attending _____

Describe Event _____

Table = # of Tables _____ Chair = X # of Chairs _____ Podium = PD

Using the above symbols provided, please draw desired arrangement in the box below.



Enter special notes or requests below (USE BACK OF PAGE IF NECESSARY).

<i>For Custodial Use Only</i>		
Set Up Done By _____	Start Time _____	End Time _____
Set Up Checked By _____	Date _____	