Select One: ___ Student Organization ___ Academic Department ___ Administrative Department

Organization Information
Organization: _________________________________________________________________
Contact: _________________________________________________________________
Address: _________________________________________________________________
Phone: ___________________ Email: ________________________________________

Event Information
Date(s) Requested: ________________ Maximum Number of Guests Expected: __________
Time Requested: Event Time: _____ to _____
Name of Function (to be posted): _______________________________________________
Description of Function: _______________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Space Requested (select one): _____ Kafadar Commons _____ Stratton Commons

Rules and Regulations
Your group is being given the opportunity to use the commons at no cost under the conditions listed below. If you fail to comply with these conditions, future use of the facility by your group could be denied.

• You are not permitted to stake anything into the ground without prior approval from Conference Services. Initial ______
• You must pick up your trash and leave the area clean. Initial ______
• You must cancel your reservation within 24 hours of use. Initial ______

Signing and submitting this form implies agreement to all policies and regulations as outlined above:

____________________________________ ______________________________________
Signature of Organization Representative Signature of Conference Services

________ __________
Date Date

Please return form to Student Life Office, SC 218
Contact AJ Lauer 303-273-3353 alauer@mines.edu
Fax: 303-273-3084
<table>
<thead>
<tr>
<th>Official Use Only:</th>
<th>Reservation Number</th>
<th>__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Assigned</td>
<td>__________</td>
<td></td>
</tr>
<tr>
<td>Space Assigned</td>
<td>Kafadar/Stratton</td>
<td></td>
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<tr>
<td>Time Assigned</td>
<td>__________</td>
<td></td>
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<tr>
<td>Date Completed</td>
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