

# Santos Manuel Student Union Tentative Hold Request Form

## Santos Manuel Student Union

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Questions? Call (909)537-5962; Fax (909) 537-5951



Any holds placed on a facility must be documented in the space below and filed with the Santos Manuel Student Union Scheduling Office. Please see the scheduling office for availability prior to filing, then sign and date the request form upon completion. You will have until the assigned deadline to complete the SMSU Facilities Use Request Form before the room will re-open and become available on a first come first serve basis.

Thank you.

Sponsoring Organization: \_\_\_\_\_

Event Title: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Requestor's Name (Print)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Leadership & Development Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Santos Manuel Student Union Representative

\_\_\_\_\_  
Date

### **FOR OFFICE USE ONLY**

**RESERVATION DEADLINE:** \_\_\_\_\_

Notes: \_\_\_\_\_

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_ Reservation #: \_\_\_\_\_