

## Catering & Conference Services Student Group Room Request Form

Please complete this form in full and email to: [studentrmbooking@uwindsor.ca](mailto:studentrmbooking@uwindsor.ca)  
 Catering will contact you with a confirmation or if more details are needed.  
 Please allow at least 1 weeks notice, otherwise we cannot guarantee availability

Contact Information			
Club/Society Name:			
Event Organizer Name:			
Email address:			
Phone #:			
Name of Event:			
Type of Event:			
Details			
Event Date:			
Start Time:		End Time:	
Preferred Location:	Building:		Room:
2nd Choice Location:	Building:		Room:
Estimated Attendance:			
A/V console required?:			
Will there be food/beverage?:			
Room Setup, if required?:			
Form of Payment:			
Additional Notes:			

**\* Note: Any food/beverage must be ordered through Catering & Conference Services (ext. 3276 or 3277).  
 (Exception: student run BBQs - see student food event policy for details).**