

# Susquehanna Room

\*Fields in red are required

<b>Event Date:</b>	<b>Group:</b>
<b>Event Title:</b>	
<b>Purpose:</b>	

Room Logistics	
Reservation Start Time:	
Event Start Time:	
Event End Time:	
Reservation End Time:	
Estimated Attendance:	
Is the event catered:	<i>If yes, write by whom in notes</i>

Room Set-Up	
Empty	
Theater	(100 max)
Classroom	(56 max)
Rounds	(64 max)
Boardroom	(40 max)
Custom	<i>If custom, please mark/draw below</i>

Audio Visual Equipment <i>(check what is needed)</i>
Laptop <i>(if using a co-op computer):</i>
HDMI:
VGA:
Mac:

Conference Equipment <i>(check what is needed)</i>
Easel:
Flip Chart:
Whiteboard:
Podium:

<b>Person Responsible Name:</b>	
<b>Email:</b>	<b>Phone:</b>

<b>Advisor's Name:</b>	
<b>Email:</b>	<b>Phone:</b>

<b>Notes:</b>
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- (1) An organization which has reserved a HUB facility and does not use it or cancels the reservation will lose the privilege of using the HUB facility after the second offense. (2) These facilities must be reserved three working days prior to the event. Reservations are accepted Monday through Friday during business hours. (3) The HUB does not provide extension cords or markers. Glitter, open flames, and taping any signage on walls is strictly prohibited and violators will be charged for damages. (4) Please check-in with the Front Desk upon arrival. (5) For confirmation of room set-ups, contact the Front Desk at 724-357-2590 or visit the Front Desk. (6) All reservations are pending until receipt of an e-mail confirmation.

### \*Office Use Only\*

Received On:	Confirmation Number:	Initials:
Emailed On:	Changed On:	Cancelled On:
Emailed Time:	Changed By:	Cancelled By:
Initials:	Initials:	Initials: