Student Organization KILCAWLEY CENTER
Meeting Room Request

Name of Student Organization: ____________________________ Today’s date: ____________

This is for a:  □ Group/Weekly Meeting  OR □ Event. List name of event: ____________________________

1. Date(s) we wish: _________________________________________________

2. OR, if this meeting/event is to occur EVERY week complete the boxes below:
   Meeting/Event is every: □ M  □ Tu  □ W  □ Thr  □ Fri  □ Sat
   During: □ Fall term □ Spring term □ Summer term
   Include: □ Finals Wk □ Breaks □ None of these

3. Start time/people arrive: _____________ End time/vacate room: _______________

4. Number of people to attend your meeting: ________________

5. Room Choice (Mark the box(es) below that fit your group’s needs):
   □ We prefer the same location each date, but when not possible, we will gladly accept ANY available room
   □ We are flexible—any room is good!!
   □ If available; we have a preferred room:
     1st Choice ____________________________
     2nd Choice ____________________________
   Note: Cafaro Multipurpose Room cannot be scheduled for weekly meetings.

6. Set-Up needed? Ex: row, large table, rounds, classroom
   (If this is not filled out, your reservation will not be processed, except for the AS IS rooms.)
   ____________________________________________

   List your needs below.
   ____________________________________________

8. Food? □ None needed. □ Yes, we will contact Catering.
   **Please note: NO outside food is allowed in Kilcawley Center. Please contact Debbie Picchiottino-DePaul (330.941.1979) for food service needs.

   ♦ This box must be completed or your room reservation will NOT be processed:
   Your organization’s contact person about the room reservation:
   Name: ____________________________
   Cell: ____________________________
   Email: ____________________________

   ♦ You MUST confirm with your President that you are reserving the correct day, time, and dates.
   DO NOT make the reservation unless you are FIRM on your dates and times! Thank you!

Return this form to Kilcawley Staff Office to Student Room Reservation Desk.
1. If available, we will return the reservation to
   the student organization mail box in 3 school days.
2. We will not make reservations while you wait.
3. All events are subject to a Police Fee. Police fees/coverage are determined by the YSU Police Department.

Certain rooms can now be reserved online at www.kc.ysu.edu and click on Reserve a Room.