

## CONTACT INFORMATION

Full Name :

Department :

Date of Event :  /  /

Start Time :  End Time :

Phone Number :

Email Address :

Number of Guests :

## RESERVATION REQUIREMENTS

- ☐ Custom menu options will be considered for events
- ☐ If rental revenue minimum is not reached you will be charged for minimum per hour rental
- ☐ Only available outside of normal operating hours which are the following:  
Mon - Fri: 7am -10 am & 11am - 1pm  
Sat - Sun: 8am - 11am

## RESERVATION TIME & MINIMUM PRICING

- ☐ \$200 per hour rental
- ☐ Minimum of 3 hour rental
- ☐ Student-focused events will receive priority consideration

**SIGNATURE**

**DATE**

*By signing you are acknowledging that the information stated above is correct and giving authorization to charge the P Card.*

**Print & Email form to Don Feldkamp at [Don.Feldkamp@sodexo.com](mailto:Don.Feldkamp@sodexo.com)**