



Please provide at least two weeks lead time in advance of proposed facility use.

Date:

Sponsoring Group:

Is the Sponsoring Group a non-profit organization?

Is your group affiliated with PNW? Yes / No

If yes, explain how?

Are any fees charged for participation in the proposed event?

How will this activity benefit the campus community?

Who referred you to PNW?

Event / Meeting Contact Person:

Address:

Phone/Fax/Email:

Date(s) Needed:

Time(s) Needed:

PNW Campus (Circle One): Hammond Westville

Description of Event:

Anticipated Number of Attendees:

Special Room Requirements:

Will you need Audio Visual Services? Yes / No

Food Services? Yes / No

The signature below indicates the willingness of the members involved to comply with all University policies and procedures and to take responsibility for all damages and charges resulting from the above event. Please be advised that all University property and facilities are tobacco and alcohol free.

Group Sponsor Signature _____ Date _____

Recommended _____ Date _____

Approved _____ Date _____

Kelly Hutchins (219) 989-2232, email: hutchi85@pnw.edu

Purdue University Northwest, 2200 169th Street Hammond, IN 46323

For Office Use Only

Room Rental \$ _____
Custodial Charge \$ _____
Audio Visual \$ _____
Traffic & Safety \$ _____
TOTAL \$ _____

Food Services - Direct Bill

NOTE: The University reserves the right to cancel or alter this reservation if it conflicts with general policy or if the requested premises become unavailable in which case other comparable facilities will be sought.