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## Nipissing University Student Union

### CLUB EVENT/ACTIVITY/ROOM BOOKING FORM

Club: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Room Booking Request       Meeting       Event/Activity       Other Request

Name of Meeting/Event/Activity: \_\_\_\_\_

Description/Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s): \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Video conferencing required       Teleconferencing required       AV equipment requested

Tables & Chairs required # \_\_\_\_\_  Food at event Explain: \_\_\_\_\_

Location/Preferred Room: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Other Information: \_\_\_\_\_

**FOR OFFICE USE:**

Date Request Received: \_\_\_\_\_ Approved by VP Services: \_\_\_\_\_

Date Request Submitted to University: \_\_\_\_\_ Response Received: \_\_\_\_\_

Confirmation Sent to Club Contact: \_\_\_\_\_ Put in Booking Calendar: \_\_\_\_\_