



Mississippi University for Women

A Tradition of Excellence for Women and Men

Resources Management
Box W-1628, Columbus, MS 39701

Phone: (662) 329-7126
Fax: (662) 241-7821

FACILITIES RESERVATION FORM

ORGANIZATION/INDIVIDUAL (do not abbreviate) _____

ADDRESS (include city, state and zip.) _____

TELEPHONE NO. _____ CONTACT PERSON _____

EMAIL ADDRESS OF CONTACT PERSON: _____

FACILITY _____ DATE(S) RESERVED _____

NAME OF EVENT _____ # OF PERSONS EXPECTED _____

TIME OF EVENT _____ TIME TO UNLOCK/LOCK _____

SET-UP REQUIREMENTS _____

IS THIS EVENT: FOR FACULTY/STAFF/STUDENTS ONLY? OPEN TO THE PUBLIC?
 FOR MEMBERS/ GUESTS ONLY?

Please check below the services needed. Contact the appropriate office to make necessary arrangements.

HOUSING 329-7127 SECURITY 329-7436 FOOD SERVICES 329-7411

**STATE LAW PROHIBITS THE POSSESSION OF ALCOHOL ON UNIVERSITY PROPERTY.
ABSOLUTELY NO ALCOHOL IS TO BE USED ON THE PREMISES OF ANY MUW FACILITY.**

I have read and agree to comply with the Facilities Reservation Agreement on the reverse side of this form. I also agree to comply with the terms and conditions as stated above.

Organization President or VP Signature

Date

Organization Advisor Signature

RESOURCES MANAGEMENT
1100 COLLEGE STREET, W-1628
COLUMBUS, MS 39701
(662) 329-7126 fax (662) 241-7821

Director of Student Activities

PLEASE DO NOT WRITE IN THIS SPACE

EMS Reservation # _____

Initials _____

Charge: _____