Missouri Southern State University
Billingsly Student Center Facility Request Form

**Event Information**
Dept/Organization ________________________________________ (circle category below)

- RSO/Faculty/Staff
- University Sponsor Rate
- Non-University

Name of Event ____________________________________________

**Type of Event** (circle below)
- Meeting
- Luncheon
- Reception
- Workshop
- Performance
- Dinner

Room Preference ___________ Estimated Attendance ______ # of Tables _____ # of Chairs _____

**Fundraiser?** Yes/No **Will anything be sold?** Yes/No **Admission/Registration charged?** Yes/No

**Set-up/Equipment Information**
Circle one:

- Seminar
- U-Shaped
- Banquet

*If requesting Connor Ballroom or the Boardroom, please provide details and sketch of set up on last page of request form.

Circle if needed:
- Podium
- Microphone
- Laptop Computer
- Internet

**Single or Recurring Event? (circle)**

**Single Event:**
Date: __________________________

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Room accessible by _____________ AM/PM

Event starting time ________________ AM/PM

**Recurring Event:**
- Weekly
- Every other week
- Monthly

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Start Date: _______ End Date: _______

Event ending time ________________ AM/PM
Food Information

***Sodexo Services is the contracted catering service for the Missouri Southern State University campus. All food at events on campus must be catered through Sodexo Services.***

Contact Sodexo Services at (417) 625-9546

☐ No Food Planned
☐ Sodexo Catering for food

Contact/Billing Information

Name of Requestor ____________________________________________

Organization or Department Name ____________________________________________

Phone (___)_________ Email ____________________________________________

Address ____________________________________________________________

City ___________________________ State ________________ Zip ________________

Missouri Southern State University Account Number (if applicable) ______________

Signature: _________________________________________

*Connor Ballroom or Boardroom set-up request:

Explanation of charges (for office use):

Facility charges ______________________

Custodial charges ____________________

Other charges _______________________

Total charges _______________________

Billingsly Student Center Reservations
Missouri Southern State University
Email: Epperson-me@mssu.edu
Phone: (417) 625-9346  Fax: (417) 659-4316