

Northwestern Oklahoma State University Enid Campus

2929 East Randolph, Enid, OK 73701

Campus Hours: Fall & Spring Monday through Friday 7:00 am until 9 pm;

Summer (May-July): Closed on Fridays. Evening hours determined by course schedules.

Administrative Office Hours: Fall & Spring 8a-5:30p Mon-Thurs & 8a-3p Friday;

Summer (May-July): 7:30a-5:30p Mon-Thurs

*Weekend hours may be requested but are dependent on availability of campus police coverage; fees may incur.

ROOM RESERVATION REQUEST FORM

Your reservation cannot be confirmed unless you return this completed form. Form must be completed in full and delivered to the Administrative Assistant. Call (580) 213-3101 or enidcampus@nwsu.edu for more information.

Group/Dept./Agency/Organization					
Contact Person					
Phone No.				Please Specify: <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> NW Student	
Fax No.					
E-mail					

Event Title	
Event Type	

(discussion, workshop, seminar, class, meeting, reception, etc.)

Event Date(s)	
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(e.g. Tuesday, June 02, 2014) *recurring meetings should be scheduled each semester.

Set-Up Time (start of reservation)	
Actual Event Time	
Clean-Up Time (end of reservation)	

(PLEASE NOTE: events that run over time specified may incur charges. See room reservation policy for more information.)

Number of Participants	
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(maximum number of participants/attendees expected)

Room Requested (mark 1st and 2nd choice)	<input type="checkbox"/> Commons Area	<input type="checkbox"/> Ketterman Lab (KL coordinator approval required)
	<input type="checkbox"/> Board Room	<input type="checkbox"/> Computer Lab (ITV coordinator approval required)
	<input type="checkbox"/> Conference Room	<input type="checkbox"/> ITV Classroom (ITV coordinator approval required)
	<input type="checkbox"/> Classroom	<input type="checkbox"/> Kitchenette
	<input type="checkbox"/> Upper Small Commons (small size group or exhibit booth/table only)	
	<input type="checkbox"/> Lower Small Commons (very small group or exhibit booth/table only)	
	Room numbers for classrooms: _____	

Room Set-Up Notes *diagram of commons area available for larger set-ups *due to limited resources, room requests may be denied if additional room set-up is required	
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(e.g. small or large stage, podium, tables, chairs, number of trash cans)

Equipment, Audio/Visual Requests *equipment subject to availability *equipment available for checkout in the Enid Business Office the day of the event *equipment set-up fees may be included	*Please note if using a personal laptop our system is unable to support Mac computers.
	<input type="checkbox"/> projector/screen
	<input type="checkbox"/> laptop
	<input type="checkbox"/> speakers for laptop (Does your presentation have sound?)
	<input type="checkbox"/> microphone- please also mark: <input type="checkbox"/> with podium <input type="checkbox"/> tabletop stand
	<input type="checkbox"/> wireless handheld microphone <input type="checkbox"/> lapel microphone *9v battery req.

Serving Food/Beverages (Y/N)	
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Groups are responsible for their own food & beverage service. Groups must supply their own tablecloths and paper goods (plates, napkins, cutlery, and serving utensils). NWOSU will not be assisting with your event (unless NWOSU is co-sponsoring).

Revised 5/24/2023 TM

Office use only: Approval for use as stated above has been approved _____ date _____ Dr. Wayne McMillin, Enid Campus Dean
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