

FACILITIES REQUEST FORM

Edinboro University in Meadville – The Joseph T. Buba Center
 789 Bessemer Street, Meadville, PA 16335
 (814) 337-7791 or (814) 732-1802
FAX (814) 337-7495

Organization:

Contact Person:

Phone #:	Fax #:	Email:
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Mailing Address :

Date(s) Requested for Event:	Type of Event:
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No. of People:	Event Begins: AM or PM	Event Ends: AM or PM	Set-up Time:	Lock-up Time:
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PREFERRED ROOM
 (Please refer to Reservation Guidelines for room descriptions and pricing information)

Please X preference	Room #:	Seat Count:	Room Type:
	111	25	Smart Technology with computer lab
	112	24	Distance Learning
	205	42	Smart Technology
	209	32	Smart Technology
	210	32	Smart Technology

Special Request (room setup)

*Requestor's Signature:	Date:
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Building Director's Signature:	Date:
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Conference Convention Director's Signature	Date:
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Rental fees will be based on ½ day minimum

Total hours for events: <input style="width: 100px; height: 20px;" type="text"/>	Total Cost: \$ <input style="width: 80px; height: 20px;" type="text"/>
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* Signature indicates that I have read and understand Edinboro University in Meadville – The Joseph T. Buba Center guidelines.

*Liability coverage for accidents, injuries, or damages is the responsibility of the sponsoring individual/group.
 Edinboro University reserves the right to cancel, postpone, or reschedule any event held on campus.*