



Dell Brown Room Reservation Request

101 Turner Hall Phone:(406) 243-2611 Fax:(406) 243-2344 housing@mso.umt.edu

The Dell Brown Room is located in Turner Hall and is available for rental. Requests are subject to approval by the Director of the UM Housing Office.

Name of Group: _____

Department: _____

Contact Person: _____ Phone #: _____

Event: _____

Date(s) & Time(s) Requested: _____

Setup Instructions:

Please note that all food and beverages must come from UM Catering (alcohol is only allowed if served by UM Catering)

Number of Chairs Only (75 max): _____

Number of Rectangular Tables (12 max) & Chairs (48 max): _____

Round Tables - Numbers & setup must be arranged through Facility Services

Projector/Computer Use (\$30.00) I would like tech assistance 30 min before the event

Billing Information:

\$ _____ 1/2 Day Charge (\$120.00 - On Campus Group; \$250.00 - Off Campus Group)

\$ _____ Full Day Charge (\$150.00 - On Campus Group; \$250.00 - Off Campus Group)

\$ _____ Setup Fee (\$40.00)

\$ _____ Technology Fee (\$30.00)

\$ _____ Total Due

Payment Information:

Department Billing - Index Code: _____ Account #: _____

Other - Direct bill payments sent to: UM Housing Office (MSA904)
101 Turner Hall
Missoula, MT 59812

Please review and sign the Dell Brown Room Use Guidelines on the second page of this form before submitting.

Signature: _____ Date: _____

UM Housing Staff Signature: _____ Date: _____