Dell Brown Room Reservation Request

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: _________________