



Dell Brown Room Reservation Request

101 Turner Hall

Phone:(406) 243-2611

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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 Residence Life 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: Residence Life 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: _____

Residence Life Staff Signature: _____ Date: _____

Dell Brown Room Use Guidelines:

- Decorations must be non-obtrusive in that they do not cause physical damage to the facility.
- All paper and cloth must be kept free from light fixtures.
- Nothing shall be hung on or attached to ceiling sprinkler heads or light fixtures.
- Nails, tacks, staples, or other sharp objects are not to be driven into walls, doors, floors, ceilings, or tables.
- Decorations must not be attached to curtains, draperies, or air vents.
- Balloons need to be weighted down.
- Masking tape, scotch tape, two-sided (carpet) tape, or duct tape cannot be used. For your convenience, you may borrow easels, bulletins boards, and tables to display materials in the room. Please discuss your plans with Residence Life Staff for approval to hang items.
- All freestanding decorations must be stable and anchored securely.
- Glue is not to be used on any surface.
- Sand, mud, and gravel are not permitted.
- No artificial snow in large amounts.
- No glitter for decorating use.
- No water tubs or water fountains.
- Fire extinguishers, alarm pull stations, alarm horn strobes, and exit doors are not to be hidden or obstructed.
- No candles or open flames.
- No fireworks or sparklers.
- Accessible ramp door cannot be blocked and must remain open and unlocked during business hours.
- Windows must be closed and latched at the close of the event.
- Furniture, tables, rugs, the piano, or plants may not be moved. Requests may be submitted to have items moved by RLO staff.
- Do not place anything on the piano.
- Fireplace use is prohibited.
- If alcohol is served it is not allowed to leave the Dell Brown Room.
- Quiet hours must be observed -- 8:00 PM to 8:00 AM beginning Sunday evening through Friday morning and from 11:00 PM to 9:00 AM beginning Friday evening through Sunday morning. During finals week quiet hours are in effect 24 hours a day.
- Damages or decorations that result in excessive cleaning may result in an additional fee.
- Major changes to room setup must be requested at least 24 business hours before the event. Requests after this time may result in a late change fee.
- ***Cancellations must be received at least two (2) weeks before the reserved event date.***

I understand and agree to abide by the guidelines listed above.

Signature: _____ Date: _____

Official Use Only

Update Calendar *Notify Setup Staff* *Reservation Copy to Setup Staff* *Process for Billing*

Notes: _____
