



**Missouri Southern State University  
Billingsly Student Center Facility Request Form**

**Event Information**

**Dept/Organization** \_\_\_\_\_ (circle category below)

RSO/Faculty/Staff

University Sponsor Rate

Non-University

**Name of Event** \_\_\_\_\_

**Type of Event** (circle below)

Meeting

Luncheon

Reception

Workshop

Performance

Dinner

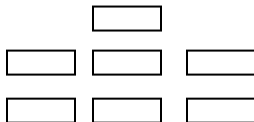
**Room Preference** \_\_\_\_\_ **Estimated Attendance** \_\_\_\_\_ **# of Tables** \_\_\_\_ **#of Chairs** \_\_\_\_

**Fundraiser?** Yes/No    **Will anything be sold?** Yes/No    **Admission/Registration charged?** Yes/No

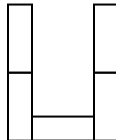
**Set-up/Equipment Information**

Circle one:

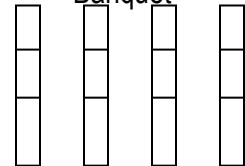
Seminar



U-Shaped



Banquet



\*If requesting Connor Ballroom or the Boardroom, please provide details and sketch of set up on last page of request form.

Circle if needed:

Podium

Microphone

Laptop Computer

Internet

**Single or Recurring Event? (circle)**

**Single Event:**

Date: \_\_\_\_\_

M   T   W   Th   F   Sat   Sun

**Recurring Event:**

Weekly    Every other week    Monthly  
M   T   W   Th   F   Sat   Sun

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Room accessible by \_\_\_\_\_ AM/PM

Event starting time \_\_\_\_\_ AM/PM

Event ending time \_\_\_\_\_ AM/PM

**Food Information**

**\*\*\*Sodexo Services is the contracted catering service for the Missouri Southern State University campus. All food at events on campus must be catered through Sodexo Services.\*\*\***

**Contact Sodexo Services at (417) 625-9546**

- No Food Planned
- Sodexo Catering for food

**Contact/Billing Information**

Name of Requestor \_\_\_\_\_

Organization or Department Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Missouri Southern State University Account Number (if applicable) \_\_\_\_\_

Signature: \_\_\_\_\_

**\*Connor Ballroom or Boardroom set-up request:**

**Explanation of charges (for office use):**

Facility charges \_\_\_\_\_

Custodial charges \_\_\_\_\_

Other charges \_\_\_\_\_

Total charges \_\_\_\_\_

**Billingsly Student Center Reservations**

Missouri Southern State University

Email: [Epperson-me@mssu.edu](mailto:Epperson-me@mssu.edu)

Phone: (417) 625-9346 Fax: (417) 659-4316