Student Activities & Union Facilities
HUB Event Services
204L HUB Box 352230 | Seattle WA 98195
p: 206.543.8191 | f: 206.616.8486

24HR EXPRESS
Conference Room Scheduling Request

CALL 543.8191 with the information below and we can check the availability of the space over the phone. Then FAX this form to 616.8486 and we'll get back to you right away. For standard reservation services please use our regular reservation request form.

Customer Information

Name of Organization _____

[ ] ASUW / GPSS [ ] Department [ ] Registered Student Group

Name of Person Making Reservation _____

Billing Address _____ City, State, Zip _____

Phone _____ Fax _____ Email _____

How would you like us to reply with your confirmation? [ ] Fax [ ] Email

Payment Information

[ ] Budget # Budget Name _____
(MUST be paid in FULL prior to meeting / ADD 8.8% WA State sales tax)

[ ] Cash / Check

[ ] ASUW / GPSS Authorization (MUST be provided in advance of meeting)

Conference Room Options

Rooms 110, 209B, 304D and 304F are the only rooms available to request for 24hr Express meetings. All rooms include an executive style conference table, comfortable chairs, a full white board presentation system and a stack of ten extra chairs. All rooms have windows except for 110.

Circle Your Preference

110	209B	304D	304F
Table seats 18	*Table seats 18*	*Table seats 14*	*Table seats 14*

[ ] If my first choice of conference room is not available, I will take any other.

Date Needed _____ Meeting Start Time _____ Meeting End Time _____

Cost of Service

Registered Student Groups	**$18.00**	(add $3.25/hr for meetings over 4 hours)
Departments	**$38.00**	(add $8.25/hr for meetings over 4 hours)

Important, please read >

Due to the "last minute" nature of 24hr Express requests, all payments or a budget number must be provided in *advance*.
Your room will not appear on building meeting schedules.
Request for additional furnishings or equipment can't be honored.
No food service in the rooms, please.
Your meeting must be limited to the campus.
Free meeting policy does not apply to express scheduling.

Signature of Organization's Responsible Party _____ Date _____