

Green Room Usage **Yes** **No**

Main Contact: _____

Title: _____

Billing Address: _____

Phone Number: _____

City _____ **State** _____ **Zip Code** _____

Email Address: _____

Event Type: Banquet/Dinner Orientation/Networking
 Cultural Event Award Ceremony
 Career Fair Resource Fair

Guest Speaker
Gala
Town Hall
Other:

Please describe your event:

Yes (if yes)



In order to create a quality meeting experience for all users, please adhere to the following:

- ~~Open to the Public~~ V a
- ~~Use of the room~~
- ~~Food and drink~~
- ~~Maximum of 10 people~~
- **Helium filled balloons are not allowed in the Student Union by order of the state fire marshal.**
- ~~Alcohol~~
- ~~Smoking~~
- ~~Use of the Public~~
- **Do not apply pressure to any acoustic paneled walls.**
- ~~Signs~~
- ~~Use of the room~~
- ~~Guests and visitors~~

~~Virginia State Office~~
~~Department of the State~~
~~Building~~