

Biomedical Physical Sciences Building (BPS)
Request to Reserve the Atrium

Requestor Name:

Requestor E-mail:

Requestor Telephone:

Requestor: Campus Unit or Organization:

Faculty Representative Name:

Faculty Representative Unit:

Event Date (no more than 6 months from today):

Event Start & End Time:

Reserved Start & End Time:

Event Purpose:

Estimated Attendance:

Event Space Requested: North, South or Entire Atrium

Extra Space needed (not guaranteed):

Meal or Food Service Plans:

Cleanup Plans:

Payment Method (Typically an MSU Account):

Other Information that we might need:

Student Organizations must be registered with and apply through Student Life.