**Type of Event**

[ ] Wedding [ ] Memorial Service

[ ] Christening [ ] Other (Must go before University Events Committee)

**Person(s) Making Reservation**

*(Weddings reserved by individuals getting married* ***ONLY****)*

**Person 1: First Name** **Last Name** **Student I.D.**

**Person 2: First Name** **Last Name** **Student I.D.**

**Address** **City** **State** **Zip**

**Phone**  **Alternate** **Phone**

**Email**

**Requested Dates and Times**

**Date** **of** **Ceremony/Event**  **Time**

(Weddings Allowed 2 Hours; all other events Allowed 1 Hour;
1 Additional Hour available for purchase)

**Date of Rehearsal Time**(For Weddings Only) (Allowed 1 Hour)

**All** reservations for weddings must be made at least thirty (30) days in advance of the date requested. Reservations for christenings must be made at least two (2) weeks in advance of the date requested. **We must receive reservation form, reservation fee, and cleaning deposit before the reservation will be scheduled.** Changes to the scheduled time reserved for a wedding must be submitted in writing and signed by individual(s) who made the original reservation. Changes to other events must be signed by the contact person. A minimum of two (2) weeks advanced notice of the rescheduled time is required. It is acceptable to send changes via email, danforth@ku.edu or fax (785) 864-4595. In cases of rescheduling we will attempt to accommodate your needs, but please be aware that the schedule fills up quickly and there may not be enough flexibility to allow changes.

**Signature Date**

**Date Received**

Entered \_\_\_\_\_\_\_\_\_\_\_

Calendared \_\_\_\_\_\_\_\_\_\_\_
Confirmation Sent \_\_\_\_\_\_\_\_\_\_\_
Cleaning Deposit \_\_\_\_\_\_\_\_\_\_\_
Reservation Fee \_\_\_\_\_\_\_\_\_\_\_
Event Agreement \_\_\_\_\_\_\_\_\_\_\_

Reimbursement \_\_\_\_\_\_\_\_\_\_\_

For office use only

**Signature** **Date**

**Please submit your completed form and payments to:**

Student Involvement and Leadership Center

1301 Jayhawk Blvd. Room 400

Lawrence, KS 66045

danforth@ku.edu

(785) 864-4861/ (785) 864-4595 (fax)