Lincoln University Phone (573) 681-5084 Reservation form Fax (573) 681-5082 820 Chestnut Street, Jefferson City, MO 65102 Contact: Tisha Huffer Both Lincoln University and local community patrons may reserve classrooms and university facilities. The Department of Design and Construction serves as the central rental office and handles reservations for the all facilities. This form begins the first process of reserving rooms/facilities for your event. ✓ Computer labs will have a technician on site. ✓ There are no food and drinks in the computer labs. ✓ Notification of cancellation must be received at least 24 hours prior to the event. ✓ While using the Lincoln University facility any individual or group must comply with the university policies and guidelines. ✓ Payment of rental fee will be received prior to the date of event. ✓ Checks are made payable to Lincoln University and can be mailed to: Lincoln University Design and Construction 309A Young Hall Jefferson City, MO 65102 Date of event: ______Time:_____ Purpose:_____ ____Will food be needed?____ LU Administration____LU Staff____LU Faculty___LU Student____ Community____ Other____ Organization name: Telephone #______Fax:_____ Email: Contact Address: Requestor Signature: I have read and hereby agree to the terms and conditions outlined above, I understand my rooms are not reserved until a contract is complete. Approved: Date: LU Contact numbers for your event are:

Room reserved with Academic Affairs		
Public Safety and Buildings & Grounds informed:		
OIT informed:		
Athletic informed:	Athletic form filled out	
Page Library informed Official use only	Page Library form filled out_	