

Hospitality Leadership Restaurant Facility Request Form

Organization requesting facility:	
Name of Event:	
Responsible representative(s):	Name 1: Email: Phone: Name 2: Email: Phone:
Date of Event:	
Event Start and End Time:	
Estimated Number of Attendees:	
Type of Event (please describe):	
Will Food be Ordered: (Please note: Any food provided must be ordered through Missouri State Dining Services or the HL department. Requests for Food Service Waivers will not be granted)	
Billing Information:	
Missouri State University Dept Budget # and Business Purpose (please describe):	
Billing address (off campus organization):	

Signature (must be Budget Administrator or Organizational Officer):

_____ Date _____

Approved:

Request Reviewed by: _____ Date _____

For Your Information

- Food Service requests through Missouri State Dining Services need to be made by 10 business days prior, with the final count confirmed at least 3 business days before the event.
- Charges will be assessed for damages, extra custodial needs, or extra building hours resulting from an event.